

BOARD OF SUPERVISORS

Brown County



305 E. WALNUT STREET
P.O. BOX 23600
GREEN BAY, WISCONSIN 54305-3600
PHONE (920) 448-4015 FAX (920) 448-6221
E-mail bc_county_board@co.brown.wi.us

EXECUTIVE COMMITTEE

Tom Lund, Chairman
Patrick Moynihan, Jr., Vice-Chairman
Steve Fewell, Patrick Evans
Bernie Erickson, Patrick Buckley, John Van Dyck

EXECUTIVE COMMITTEE
Monday, January 11, 2016
5:30 p.m.
Room 200, Northern Building
305 E. Walnut Street

**NOTICE IS HEREBY GIVEN THAT THE COMMITTEE MAY TAKE ACTION
ON ANY ITEM ON THE AGENDA.**

- I. Call meeting to order.
- II. Approve/modify agenda.
- III. Approve/modify Minutes of December 7 and December 16, 2015 (Special Meeting).

Comments from the Public

Vacant Budgeted Positions (Request to Fill)

1. Child Support – Accounting Technician – Vacated 01/05/16.
2. Child Support – Child Support Clerk – Vacated 01/05/16.
3. Circuit Courts – Law Clerk – Vacated 01/08/16.
4. Human Services – Economic Support Specialist (x2) – Vacated 12/11/15 & 01/08/16.
5. Parks – Assistant Naturalist – Vacated 02/26/16.
6. Public Works (Facilities) – Housekeeper – Vacated 01/06/16.
7. Technology Services – Document Center Specialist – Vacated 12/11/15.

Legal Bills

8. Review and Possible Action on Legal Bills to be paid.

Treasurer

9. ACTION – Review, discussion, and setting of “Starting Bids” for tax deed properties for sale as follows:

<u>Parcel #</u>	<u>Municipality</u>	<u>Address</u>	<u>Min. Starting Bid</u>
21-1293-2	City of Green Bay	1739 Main Street	\$37,500
14-157	City of Green Bay	1274 Cherry Street	\$6,800
1-898	City of Green Bay	1322 S. Chestnut Avenue	\$5,700
2-661	City of Green Bay	519 Twelfth Avenue	\$6,300

10. Discussion/Action re: Choosing a professional source to obtain “appraisal” of tax deed properties under Wis. Stat. 75.69.

Resolutions, Ordinances

11. Resolution re: Adjustments to the 2015 Classification and Compensation Plan.
a) Objections by Department Heads.

Motion at November 9, 2015 special meeting: To show the employees current salary along with the low, the mid, and the high ranges; then include their requested classification, also showing the low, mid, and high rates as well as the fiscal impact. Appeals deadline to be one week on November 16, 2015, Class and Comp discussion to be brought before the January 11, 2016 Executive Committee meeting. Vote taken. Abstain: Evans. MOTION CARRIED 5 to 1.

Objections can be viewed in the October 12 and November 9, 2015 Executive Committee agenda packets online at:

http://www.co.brown.wi.us/i_brown/agendas/f91f00897164/execcmteaagenda_october12_2015.pdf

http://www.co.brown.wi.us/minutes_and_agendas/agendas/?committee=f91f00897164&i=4b279c1c9e4f

http://www.co.brown.wi.us/minutes_and_agendas/agendas/?committee=f91f00897164&i=4b279c1c9e4f

http://www.co.brown.wi.us/i_brown/agendas/f91f00897164/spcexecagendanov9_2015_pg407-696-part3.pdf

Reports

12. County Executive Report.
a) Budget Status Financial Report for November, 2015.
13. Internal Auditor Report.
a) Board of Supervisors Budget Status Financial Report for November, 2015.
b) Monthly Status Update: December 1 – December 31, 2015.
14. Human Resources Report.

Other

15. Open Session: Discussion and possible action regarding the contract negotiations for the 2016 PEA Labor Agreement.
16. Closed Session: Discussion and possible action regarding the contract negotiations for the 2016 PEA Labor Agreement. Notice is hereby given that the governmental body will adjourn into a closed session during the meeting on the above date, as authorized pursuant to section 19.85(1)(e) of the Wisconsin Statutes, for the purpose of deliberating or negotiating the purchase of public properties, the investing of public funds or conducting other specified public business, whenever competitive or bargaining reasons require a closed session, which bargaining is pursuant to Wis. Stat. §111.70 for purposes of negotiating and collective bargaining said agreement.
17. Reconvene in Open Session: Discussion and possible action regarding the contract negotiations for the PEA Labor Agreement.
18. Open Session: Discussion and possible action regarding the contract negotiations for the Non-Supervisory Deputy Sheriff's Labor Agreement.

19. Closed Session: Discussion and possible action regarding the contract negotiations for the Non-Supervisory Deputy Sheriff's Labor Agreement. Notice is hereby given that the governmental body will adjourn into a closed session during the meeting on the above date, as authorized pursuant to Section 19.85 (1)(e) of the Wisconsin Statutes, for the purpose of deliberating or negotiating the purchase of public properties, the investing of public funds or conducting other specified public business, whenever competitive or bargaining reasons require a closed session, which bargaining is pursuant to Wis. Stat. §111.70 for purposes of negotiating and collective bargaining said agreement.
20. Reconvene in Open Session: Discussion and possible action regarding the contract negotiations for the Non-Supervisory Deputy Sheriff's Labor Agreement.
21. Such other matters as authorized by law.
22. Adjourn.

Tom Lund, Chair

Notice is hereby given that action by the Committee may be taken on any of the items, which are described or listed in this agenda. The Committee at their discretion may suspend the rules to allow comments from the public during the meeting. Please take notice that it is possible additional members of the Board of Supervisors may attend this meeting, resulting in a majority or quorum of the Board of Supervisors. This may constitute a meeting of the Board of Supervisors for purposes of discussion and information gathering relative to this agenda.

**PROCEEDINGS OF THE BROWN COUNTY
EXECUTIVE COMMITTEE**

Pursuant to Section 18.94 Wis. Stats., a special meeting of the **Brown County Executive Committee** was held on Monday, December 7, 2015 in Room 200 of the Northern Building, 305 E. Walnut Street, Green Bay, Wisconsin.

Present: Chair Lund, Supervisors Patrick Moynihan, Bernie Erickson, Steven Fewell, Pat Buckley, Dan Robinson

Excused: Supervisor Patrick Evans

Also Present:

Chad Weininger (Director of Administration/Interim
Human Resources Director)

Christina Connell (Senior HR Analyst)

David Ehlinger (Finance Director)

Juliana Ruenzel (Corporation Counsel)

Brett (Assistant Corporation Counsel)

Kristen Hooker (Assistant Corporation Counsel)

David Lasee (District Attorney)

Dan Process (Internal Auditor)

Todd Delain (Sheriff Chief Deputy)

Chuck Lamine (Planning Director)

Chua Xiong (Health Director)

Erik Pritzl (Human Services Director)

Other Interested Parties

I. Call meeting to order.

The meeting was called to order by Chair Tom Lund at 5:30 pm.

II. Approve/modify agenda.

Motion made by Supervisor Moynihan, seconded by Supervisor Buckley to modify the agenda to take Items 30 and 31 after Comments from the Public. Vote taken. **MOTION CARRIED UNANIMOUSLY**

III. Approve/modify Minutes of November 9, 2015.

Motion made by Supervisor Van Dyck, seconded by Supervisor Moynihan to approve. Abstain: Robinson. Vote taken. **MOTION CARRIED 4 to 1**

Comments from the Public

Although shown in proper format, Items 30 and 31 were taken at this time.

Vacant Budgeted Positions (Request to Fill)

1. Administration – Accountant (Human Services) - Vacated – 1/6/16.
2. Administration – Accounts Supervisor - Vacated – 11/12/15.
3. Clerk of Courts – Customer Service Clerk - Vacated – 10/29/15.
4. Clerk of Courts – Deputy Clerk I – A - Vacated – 1/5/16.
5. District Attorney – Clerk/Typist II - Vacated – 12/18/15.
6. Health – Public Health Nurse (x4) - Vacated – 12/1/15.
7. Human Services (CTC) – Community Treatment Program Worker - Vacated – 10/19/15.
8. Human Services (CTC) – SW/CM (Adult Protective Services) - Vacated – 11/3/15.
9. Human Services – SW/CM (CPI/Ongoing) - Vacated – 11/30/15.
10. Human Services (CTC) – Clinical Social Worker - Vacated – 11/2/15.
11. Human Services – Economic Support Specialist (x2) - Vacated – 10/22/15.
12. Planning & Land Services – Central Services Specialist - Vacated – 1/4/16.
13. Planning & Land Services – Property Analyst - Vacated – 1/5/16.

14. Public Works (Facilities) – Housekeeper - Vacated – 1/29/16.
15. Public Works (Facilities) – Housekeeper (.5 FTE) - Vacated – 12/1/15.
16. Public Works (Highway) – Highway Crew - Vacated – 11/2/15.
17. Technology Services – Lead Document Center Specialist - Vacated – 5/1/15.

Motion made by Supervisor Moynihan, seconded by Supervisor Robinson to suspend the rules to take Items 1 through 17. Vote taken. Nay: Buckley. MOTION CARRIED 5 to 1

Motion made by Supervisor Moynihan, seconded by Supervisor Robinson to approve Items 1 through 17. Vote taken. Nay: Buckley. MOTION CARRIED 5 to 1

Legal Bills

18. Review and Possible Action on Legal Bills to be paid.

Motion made by Supervisor Erickson, seconded by Supervisor Buckley to pay the bills. Vote taken. MOTION CARRIED UNANIMOUSLY

Reports

19. County Executive Report.
 - a) Budget Status Financial Reports for September and October, 2015.

Motion made by Supervisor Moynihan, seconded by Supervisor Erickson to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

20. Internal Auditor Report.
 - a) Board of Supervisors Budget Status Financial Report for October, 2015.

Motion made by Supervisor Erickson, seconded by Supervisor Buckley to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

- b) Monthly Status Update: October 1 – November 30, 2015.

Process informed that there was an email that the Director of Administration had sent out to department heads in which he forwarded to Supervisors and questioned if there was any feedback that the Supervisors would like to see with the budget in the future so he could send that information along. Robinson would like to see something done with the reserves fund, something clearer and a policy.

Van Dyck would like to see more than the previous year in the budget book; possibly two years of actual history.

Motion made by Supervisor Moynihan, seconded by Supervisor Robinson to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

21. Human Resources Report.
 - a) Discussion and possible action regarding 2016 wage adjustments for employees covered under a step program.

Weininger informed that the Human Resources report was done by former HR Manager Warren Kraft.

With regard to Item 21a, they talked about this briefly, currently right now the only employees that were non-union that were covered under a steps system or scale system were Correctional Officers and Corporals. Back in 2014 the County Board approved a 1% however it was only if the employee was employed for the full year in 2013. As a result it created two different pay scales (handout provided, attached). Under the 2016 wage adjustment, what would happen, they would create six different pay

scales that they would have to slot people in. The goal was always originally to have one pay scale and to have the steps come out. What they were proposing was brining everyone up one scale, scale 7. The goal would be to take those dollars that were allocated to bring everyone up together and create one scale and provide them with a 1.4% increase. This will be budget neutral.

Sheriff Chief Deputy Todd Delain informed that it was the industry standard within corrections, all jails across the state had a step program. He had explained what the purpose was to get one step program using the allotted money that the County Board approved, to get it to one scale. He believed this did that and he had spoken to some correctional officers about this and to his knowledge they were supportive of this as well as the corporals.

Responding to Robinson, Delain informed that no person would go down. There was an estimated 30 of the lowest correctional officers that would be moved up as they were hired after the 1/1/13. In essence it did what the County Board proposed by taking the lowest paid and moving them up 1% to get them on the scale and then the 1.41%. Correctional officers according to the WIPFLI study were on the low end so the adjustment that came from the County Board was the 3% so they would remain at the 3%.

Motion made by Supervisor Buckley, seconded by Supervisor Van Dyck to implement the Scale 7 proposal. Vote taken. MOTION CARRIED UNANIMOUSLY

Resolutions, Ordinances

- 22. Ordinance Amending Sections 4.93 of Chapter 4 of the Brown County Code Entitled "Grievance Procedure". *Referred back from November County Board.***

Van Dyck would like Supervisor Evans input on this topic and to hear what Corporation Counsel felt about this change as well as Director Administration and an HR professional.

Motion made by Supervisor Moynihan, seconded by Supervisor Erickson to hold until January. Moynihan withdrew his motion.

Motion made by Supervisor Buckley, seconded by Supervisor Erickson to make a substitute motion to hold until February. Vote taken. MOTION CARRIED UNANIMOUSLY

Supervisor Fewell arrived at 7:00 p.m.

Other

- 23. Open Session: Discussion, strategy and possible action regarding the contract negotiations for the Non-Supervisory Deputy Sheriff's Labor Agreement.**

Motion made by Supervisor Moynihan, seconded by Supervisor Robinson to suspend the rules to take Items 23 through 29 together. Vote taken. MOTION CARRIED UNANIMOUSLY.

- 24. Closed Session: Discussion, strategy and possible action regarding the contract negotiations for the Non-Supervisory Deputy Sheriff's Labor Agreement. Notice is hereby given that the governmental body will adjourn into a closed session during the meeting, as authorized pursuant to Section 19.85 (1)(e) of the Wisconsin Statutes, for the purpose of deliberating or negotiating the purchase of public properties, the investing of public funds or conducting other specified public business, whenever competitive or bargaining reasons require a closed session, which bargaining is pursuant to Wis. Stat. §111.70 for purposes of negotiating and collective bargaining said agreement, which authorizes the governmental body to convene in closed session.**
- 25. Reconvene in Open Session: Discussion, strategy and possible action regarding the contract negotiations for Non-Supervisory Deputy Sheriff's Labor Agreement.**

26. **Open Session:** Discussion, strategy and possible action regarding the contract negotiations for the Human Services Professional Employees Association Labor Agreement.
27. **Closed Session:** Discussion, strategy and possible action regarding the contract negotiations for the Human Services Professional Employees Association Labor Agreement. Notice is hereby given that the governmental body will adjourn into a closed session during the meeting, as authorized pursuant to Section 19.85 (1)(e) of the Wisconsin Statutes, for the purpose of deliberating or negotiating the purchase of public properties, the investing of public funds or conducting other specified public business, whenever competitive or bargaining reasons require a closed session, which bargaining is pursuant to Wis. Stat. §111.70 for purposes of negotiating and collective bargaining said agreement, which authorizes the governmental body to convene in closed session.
28. **Reconvene in Open Session:** Discussion, strategy and possible action regarding the contract negotiations for the Human Services Professional Employees Association Labor Agreement.

Motion made by Supervisor Van Dyck, seconded by Supervisor Moynihan to enter into closed session. Roll call: Robinson, Erickson, Lund, Moynihan, Buckley, Van Dyck, Fewell. **CARRIED UNANIMOUSLY**

Motion made by Supervisor Moynihan, seconded by Supervisor Robinson to return to regular order of business. Vote taken. **MOTION CARRIED UNANIMOUSLY**

29. **Open Session:** Discussion and possible action in regards to the sale of Parcel No. 7-467, certain tax deeded property acquired by Brown County under Wis. Stats., § 75.521 that is located at 1021 Eastman Avenue in Green Bay, WI and further described as EASTMANS ADD LOT 9 BLK 39.
30. **Convene in Closed Session** to deliberate and confer with legal counsel in regards to the sale of Parcel No. 7-467, certain tax deeded property acquired by Brown County under Wis. Stats., § 75.521 that is located at 1021 Eastman Avenue in Green Bay, WI and further described as EASTMANS ADD LOT 9 BLK 39. Pursuant to Wis. Stats., § 19.85(1), **any meeting of a governmental body may be convened in closed session for purposes of: (e) "Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session"; and (g) "Conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved."**
31. **Reconvene into Open Session:** Discussion and possible action in regards to the sale of Parcel No. 7-467, certain tax deeded property acquired by Brown County under Wis. Stats., § 75.521 that is located at 1021 Eastman Avenue in Green Bay, WI and further described as EASTMANS ADD LOT 9 BLK 39.

Motion made by Supervisor Moynihan, seconded by Supervisor Erickson to suspend the rules to allow interested parties to speak. Vote taken. **MOTION CARRIED UNANIMOUSLY**

Robert Atwell - 3486 Solitude Road, Town of Rockland

Atwell informed that he worked for Nicolet National Bank and was present with respect to Green Bay Titles Trust Account of \$21,559 that was currently in the possession of the county. He knew there were a lot of letters and discussions about this but he wanted to make a few points. It did involve \$21,559 that was fraudulently removed from the Green Bay Title Trust Account back in June. That money was currently in the county's possession. The perpetrators to the fraud had been arraigned and charged by the District Attorney who was in attendance and had provided a letter to the board members. Their bank had provided documentation that supported the DA action in charging the perpetrators. At the end of the day after all the discussion, the question in hand, the county in a similar time period the land transaction that they referred to occurred and the county was defrauded by the same people who defrauded Mr. Faller. Mr. Faller nor him had any control over it and the DA's letter was clear that it was stolen property. After all the back and forth, the question in hand was whether the county's possession was, if that land was for some

///

reason to him seemed inconceivable, was title that the county was compelled to return title to that land to the people that defrauded you, was it their position, did they intend to keep Mr. Faller's money that was stolen from him; to him that seemed to be legally, morally and untenable position. Lastly Mr. Faller, there had been discussion indemnification and he thought that the legitimate questions that the county counsel had asked about what if there was actual money in the account that belonged to the perpetrators, Mr. Faller was prepared to sign a simple statement or agreement that if Brown County can demonstrate to Green Bay and to Nicolet National Bank that Jamie Leiberger deposited \$21,559 of good funds into Green Bay Title Company, Inc., escrow account that he would return the money to the county (handout provided and attached). Why would he do this, because he and the bank knew there were never good funds there and they were prepared to assure the county that if by some bizarre set of circumstances that it was demonstrated that there were good funds, he would remand them to the county. His request was that they look at this for what it was; stolen property and it should be returned to Mr. Faller. Incidentally this had to do with Mr. Faller's business, more to do that just \$21,000 this was an escrow account for a title company and if it was out of balance at year it had significant consequences beyond the money involved in terms of his relationship with Chicago Title for example.

Gerry Faller – 3430 Langlade Road., Green Bay

Faller informed that he worked at and owned Green Bay Title Company, Inc. He was before this committee about a month or so ago. He appreciated them taking the time to consider this. As Atwell stated, continuing to hold the funds causes significant problems for a title company, not just Green Bay Title but any title company. He appreciated the urgency in trying to address this now. When he was before them before he had asked if there were any questions as real estate transactions were kind of unique. He knew they had a letter from the DA and also informed that he had other information that he could share with them if they would like.

Motion made by Supervisor Moynihan, seconded by Supervisor Erickson to return to regular order of business. Vote taken. MOTION CARRIED UNANIMOUSLY

Van Dyck believed everything was out on the table and informed his opposition to enter into closed session. He didn't understand why they would put themselves in a position to compromise their position. Corporation Counsel Ruenzel informed that they went into close session for attorney client privilege. Attorneys weren't going to speak freely in open session because they were advising them and they were at odds with the other side. Assistant Corporation Counsel Kristen Hooker informed that their position hadn't changed. Ruenzel stated that if they needed any clarification, she would recommend that they go into closed session.

Motion made by Supervisor Moynihan, seconded by Supervisor Buckley to enter into closed session. Roll call: Ayes - Robinson, Erickson, Lund, Moynihan, Buckley; Van Dyck – Nay. CARRIED 5 to 1.

Motion made by Supervisor Moynihan, seconded by Supervisor Erickson to return to regular order of business. Vote taken. MOTION CARRIED UNANIMOUSLY

Motion made by Supervisor Buckley, seconded by Supervisor Erickson to have the Treasurer work with Nicolet Bank to reverse the charges of \$21,559 in reference to the property at 1021 Eastman Ave., Green Bay, WI. Vote taken. MOTION CARRIED UNANIMOUSLY.

32. Such other matters as authorized by law. None.

33. Adjourn:

Motion made by Supervisor Fewell, seconded by Supervisor Erickson to adjourn at 7:18 pm. Vote taken. MOTION CARRIED UNANIMOUSLY.

Respectfully submitted,
Alicia A. Loehlein
Recording Secretary

111

PROCEEDINGS OF THE BROWN COUNTY
EXECUTIVE COMMITTEE

Pursuant to Section 18.94 Wis. Stats., a special meeting of the **Brown County Executive Committee** was held on Wednesday, December 16, 2015 in Room 207, City Hall, 100 N. Jefferson Street, Green Bay, Wisconsin.

Present: Chair Lund, Supervisors Van Dyck, Erickson, Buckley, Moynihan
Excused: Supervisors Evans, Fewell
Also Present: Paul Zeller (Treasurer), Dan Process (Internal Auditor)

I. Call meeting to order.

The meeting was called to order by Chair Tom Lund at 5:48 pm.

II. Approve/modify agenda.

Motion made by Supervisor Moynihan, seconded by Supervisor Erickson to approve. Vote taken. **MOTION CARRIED UNANIMOUSLY**

**1. ACTION - Review and approval or rejection of bids for tax deed properties:
(Bid results of 12-4-15 to be handed out at meeting)**

<u>Parcel #</u>	<u>Municipality</u>	<u>Address</u>	<u>Minimum \$ Starting Bid</u>
21-1293-2	City of Green Bay	1739 Main St.	\$ 37,500
6-129	City of Green Bay	1806 Western Ave.	\$ 18,400
14-157	City of Green Bay	1274 Cherry St.	\$ 6,800
1-898	City of Green Bay	1322 S. Chestnut Ave.	\$ 5,700
2-661	City of Green Bay	519 Twelfth Ave.	\$ 6,300

Treasurer Zeller provided handouts (attached).

Motion made by Supervisor Van Dyck, seconded by Supervisor Erickson to approve the bid of \$19,450 for parcel 6-129 to Christopher Haltom, 3647 Might Oak Trail, Green Bay, 54313. Vote taken. **MOTION CARRIED UNANIMOUSLY.**

Motion made by Supervisor Erickson, seconded by Supervisor Buckley to hold the four no bid properties until after the first of the year and come back to Executive to determine what to list. Vote taken. **MOTION CARRIED UNANIMOUSLY**

2. Such other matters as authorized by law.

Motion made by Supervisor Moynihan, seconded by Supervisor Buckley to adjourn at 5:54 p.m. Vote taken. **MOTION CARRIED UNANIMOUSLY.**

Respectfully submitted,

Alicia A. Loehlein
Recording Secretary

parcel #	TYPE	Municipality	Address	"Appraised" Minimum Bid Op of Value	Auction High Bid	Total General Tax Due to BC	Total Interest & Penalty Due to BC	Bidder Name and Address
21-1293-2	Vacant Lot	City of Green Bay	1739 Main St.	\$37,500.00	no bids	\$14,531.80	\$7,528.12	none
6-129	Vacant Lot	City of Green Bay	1806 Western Ave.	\$18,400.00	\$19,450	\$7,009.50	\$3,787.62	Christopher Haltom, 3647 Mighty Oak Tr, GB 54313
14-157	Vacant Lot	City of Green Bay	1274 Cherry St.	\$6,800.00	no bids	\$1,283.90	\$506.46	none
1-898	Vacant Lot	City of Green Bay	1322 S. Chestnut Ave.	\$5,700.00	no bids	\$1,073.30	\$423.43	none
2-661	Vacant Lot	City of Green Bay	519 Twelfth Ave.	\$6,300.00	no bids	\$6,105.40	\$2,417.14	none

HUMAN RESOURCES DEPARTMENT

Brown County

305 E. WALNUT STREET
P.O. BOX 23600
GREEN BAY, WI 54305-3600



PHONE (920) 448-4071 FAX (920) 448-6277 WEB: www.co.brown.wi.us

January 11, 2016

Departments for position approval process at January 11, 2016 Executive Committee:

Child Support – Accounting Technician

Vacated – 1/5/16

Child Support – Child Support Clerk

Vacated – 1/5/16

Circuit Courts – Law Clerk

Vacated – 1/8/16

Human Services – Economic Support Specialist (x2)

Vacated – 12/11/15, 1/8/16

Parks – Assistant Naturalist

Vacated – 2/26/16

Public Works (Facilities) – Housekeeper

Vacated – 1/6/16

Technology Services – Document Center Specialist

Vacated – 12/11/15

CHILD SUPPORT

Brown County

305 E. WALNUT ST.
PO BOX 23600
GREEN BAY, WISCONSIN 54305-3600



December 16, 2015

TO: Troy Streckenbach, County Executive
Chad Weininger, Director of Administration/Interim HR Director
Camille Stymist, Human Resources Analyst

FROM: Maria Lasecki, Director
Brown County Child Support Agency

SUBJECT: Request to Fill *Accounting Technician*
~~Account Clerk~~

1. Is the position description current or does it require updates? (Updates to job descriptions should be submitted, reviewed and approved by the HR Department **prior to** submitting the A1 form.)

The position description has been reviewed and is, indeed, current.

2. Are the duties of the position related to an essential (mandatory) service? If yes, please explain.

As you are aware, child support enforcement is a joint federal, state and local responsibility. The Account Clerk, as a member of the Financial Unit, works in conjunction with a team of enforcement specialists, paternity specialists and clerical representatives to provide federally mandated child support enforcement services including: locating absent parents, establishing paternity/financial/medical support orders, enforcing current and past due child support and modifying existing child support orders. This position is responsible for entering and maintaining all family court orders as well as for performing arrears calculations, adjustments and reconciliations as needed in accordance with federal regulations, state statute and administrative code.

3. Describe job performance measurement for this position (clients, caseload, work output, etc.)

Child Support enforcement caseloads in Brown County, one of Wisconsin's five largest agencies, are nearing 1,000 cases per worker. The Account Clerk provides customer service and entries for all financial matters to over 14,400 IVD cases, including approximately 900 paternity cases and an additional 5,000 non-IVD cases at any given time within very short, mandated timeframes (immediately or within 48 hours). In addition to performing complex calculations, accurately entering data and maintaining strong analytical/problem solving skills the Account Clerk is also responsible for accounts payable processing for the division. This position works closely with vendors, service providers and our internal administration department.

4. Explain how this vacancy presents opportunities to streamline processes or reorganize operations. Considerations should include consolidating, eliminating and/or outsource job responsibilities.

The agency continuously strives to reassess service provision as well as departmental efficiencies. We have been effective at streamlining duties to maximize staff, manage increased workloads & optimize time. By approaching our day to duties in this manner, we had the opportunity to review possible alternatives to having 3 FTE's in this financial area by utilizing other staff in a backup capacity. Unfortunately, in doing so, the agency quickly fell behind in order entry, working suspense reports and entering health insurance. These responsibilities are statutory obligations which involve processing timeframes as short as 24 and 48 hours. When not mandated by statute actions, such as health insurance entries, substantial amounts of departmental revenue are generated by this position, in addition to reducing reliance on public assistance. Given this, 3 FTE Account Technicians are necessary to meet departmental needs and timelines driven by statute. Our essential daily operations rely on the accuracy and efficiency with which the Account Technician is able to perform primary duties. Further, consolidation or elimination of these responsibilities is counter intuitive to our initiatives and performance improvement-related endeavors.

5. Are budgeted funds sufficient to cover the cost of filling the position? Or does this position need to be held vacant for a period of time to offset projected budget shortfalls?

Budgeted funds are sufficient to cover the cost of this position being filled.

6. What is the impact of not filling the position in 3 months? 6 months? 12 months? Not at all?

The impact of not filling the position (for any period of time) will have a negative effect on the department in many ways. Despite the fact that savings 'could' be achieved while the position remains open, coverage for this area will be maintained by the remaining two Account Clerks in the unit. To meet the needs of the unit, when one of the two remaining Account Clerks is out of the office, in either planned or unplanned circumstances, it is impossible for one person to be able to meet the needs of the department in this area. It is imperative that the salary savings not be viewed as sustainable short of emergent situations; coverage cannot be provided by other staff members, most of whom are 'dedicated' to IVD functions and subsequently can't provide services to non-IVD participants per BCS/federal policy. Further, dedicated personnel have very specific performance measures to meet in order to secure the maximum state and federal funding for the following fiscal year.

Budget Impact Calculation

Department: Child Support
Position: Accounting Technician

Partial Budget Impact: 1/8/16 - 12/31/16 51 Weeks

Salary \$ 41,106.00

Fringe Benefits \$ 15,951.23

\$ 57,057.23

Note: Estimated date of hire for partial year calculation is for the Monday following the Executive Committee meeting

Annualized Budget Impact:

Salary \$ 41,912.00

Fringe Benefits \$ 16,264.00

\$ 58,176.00

Note: this position is in the 2016 budget

Position vacated: 1/5/2016

Budgeted hourly wage rate: \$20.15

Total Number of FTEs Budget for this position title in budget:	3
Number of FTEs <u>Unfunded</u> for this position in budget	0
Total Number of FTEs Available to be filled for this title in budget	3
Number of FTEs filled with this position vacant:	2
Percent of this position staffed:	67%

Analyst Recommendation: This position is responsible for the accounts payable functions within the Child Support Department. Further, this position is responsible for aiding Brown County customers with paternity and child support cases. Due to the volume of cases each Accounting Technician is responsible for, I recommend for approval. Camille Stymiest, Human Resources Analyst

Contact Maria Lasecki

CHILD SUPPORT

Brown County



305 E. WALNUT ST.
PO BOX 23600
GREEN BAY, WISCONSIN 54305-3600

December 15, 2015

TO: Troy Streckenbach, County Executive
Camille Stymist, Human Resources Analyst
Chad Weininger, Director of Administration/Interim HR Director

FROM: Maria Lasecki, Administrator
Brown County Child Support Agency

SUBJECT: Request to Fill – *Child Support Clerk*
~~Administrative Assistant I~~

1. Is the position description current or does it require updates? (Updates to job descriptions should be submitted, reviewed and approved by the HR Department **prior** to submitting the A1 form.)

The position description has been reviewed and approved by HR.

2. Are the duties of the position related to an essential (mandatory) service? If yes, please explain.

Child Support enforcement is a joint federal, state and local responsibility. The Administrative Assistant I, as a member of the support services unit, works in conjunction with a team of enforcement & paternity specialists, accounting technicians and clerical representatives to provide federally mandated child support enforcement services including: entering updated information into the KIDS system, assisting in the establishment of paternity as well as financial/medical support orders and establishing & enforcing court orders relevant to child support and medical support. This position is responsible for performing complex legal work in accordance with federal regulations, state statute and administrative code.

Ultimately, this position is critical to the overall success of our internal Call Center and the service that is provided by this team. The Administrative Assistant I is one of 4 individuals responsible for answering all incoming phone calls and providing accurate information to our participants as requested.

3. Describe job performance measurement for this position (clients, caseload, work output, etc.)

The Brown County Child Support Agency provides services to well over 31,000 custodial and noncustodial parents for IVD Services. This does not include the 10,000 served as a mandate for Non-IVD Services. Statistically, Brown County is one of Wisconsin's five largest agencies and staff prides themselves on performance in the four measurements assessed by the state and federal government. This position will primarily provide customer service and update entries for all child support related matters to well over 14,400 IVD cases, including approximately 900 paternity cases and more than 5,000 non-IVD cases by answering incoming phone calls, providing information, and supporting the 17 enforcement workers and 3 paternity staff for the agency. In addition to interpreting policy and law, accurately entering data and maintaining strong analytical/problem solving skills the Administrative Assistant I is also responsible for assisting the department with other clerical-related support services. This position works closely with employers, co-workers and staff working under

cooperative agreements and provides information and referral services to virtually anyone who has questions regarding the child support program.

4. Explain how this vacancy presents opportunities to streamline processes or reorganize operations. Considerations should include consolidating, eliminating and/or outsource job responsibilities.

The agency provides its own call center services and has saved money, as well as improved customer service, in doing so. Should this position remain vacant, the aforementioned reorganization and consolidation of services will fail. Call volume alone necessitates the need to maintain 4 FTE's in the unit.

5. Are budgeted funds sufficient to cover the cost of filling the position? Or does this position need to be held vacant for a period of time to offset projected budget shortfalls?

Budgeted funds are sufficient to cover the cost of this position being filled.

6. What is the impact of not filling the position in 3 months? 6 months? 12 months? Not at all?

The impact of not filling the position is enormous. Despite the fact that savings will be achieved while the position remains open, coverage for this will have to be maintained by other staff who have full time duties of their own. Child Support Agency funding is based on performance measures, which will not be sustainable at our current rate, if this position is not filled. While our agency numbers continue to steadily improve, should this position not be filled immediately it will, inherently, disallow us the ability to secure the maximum state and federal funding for the following fiscal year. This position is essential and must be filled, expeditiously, to ensure the ongoing success as an agency.

Budget Impact Calculation

Department: Child Support
Position: Child Support Clerk

Partial Budget Impact: 1/8/16 - 12/31/16 51 Weeks

Salary \$ 35,639.19

Fringe Benefits \$ 15,124.44

\$ 50,763.63

Note: Estimated date of hire for partial year calculation is for the Monday following the Executive Committee meeting

Annualized Budget Impact:

Salary \$ 36,338.00

Fringe Benefits \$ 15,421.00

\$ 51,759.00

Note: this position is in the 2016 budget

Position vacated: 1/5/2016

Budgeted hourly wage rate: \$17.47

Total Number of FTEs Budget for this position title in budget: 4

Number of FTEs Unfunded for this position in budget 0

Total Number of FTEs Available to be filled for this title in budget 4

Number of FTEs filled with this position vacant: 3

Percent of this position staffed: 75%

Analyst Recommendation: This position is responsible for answering most of the incoming calls within the Child Support Department. It is essential to refill this vacancy to ensure the continued success of the departments call center. I recommend approval. Camille Stymiest, Human Resources Analyst

Contact

Maria Lasecki

William M. Atkinson
Presiding Judge



Holly Malvitz
Office Manager
920-448-4146

BROWN COUNTY CIRCUIT COURT

Branch VIII
100 South Jefferson Street
P.O. Box 23600
Green Bay, Wisconsin 54305-3600

December 21, 2015

TO: County Executive
Human Resources Director
Director of Administration

FROM: Judge William M. Atkinson
Presiding Judge, Brown County Circuit Courts

SUBJECT: Request to Fill a Position- Law Clerk

1. Is the position description current or does it require updates? (Updates to job descriptions should be submitted, reviewed and approved by the HR Department **prior** to submitting the A1 form.) -Current
2. Are the duties of the position related to an essential (mandatory) service? If yes, please explain. -Yes. Position provides legal research for constitutional and statutory mandated court services.
3. Describe job performance measurement for this position (clients, caseload, work output, etc.) -Job performance is judged by quantity and caseload.
4. Explain how this vacancy presents opportunities to streamline processes or reorganize operations. Considerations should include consolidating, eliminating and/or outsource job responsibilities. -None
5. Are budgeted funds sufficient to cover the cost of filling the position? Or does this position need to be held vacant for a period of time to offset projected budget shortfalls? -Yes
6. What is the impact of not filling the position in 3 months? 6 months? 12 months? Not at all. -There are 2 full-time law clerks for the eight circuit court judges. The law clerks are responsible for the voluminous amounts of legal research and the drafting of memoranda, decisions and opinions. There are no internal candidates to assume these duties, therefore, this position needs to be posted and filled as soon as possible.

Budget Impact Calculation

Department: Circuit Courts Facility
Position: Law Clerk

Partial Budget Impact: 1/8/16 - 12/31/16 51 Weeks

Salary \$ 43,595.19

Fringe Benefits \$ 16,327.85

\$ 59,923.04

Note: Estimated date of hire for partial year calculation is for the Monday following the Executive Committee meeting

Annualized Budget Impact:

Salary \$ 44,450.00

Fringe Benefits \$ 16,648.00

\$ 61,098.00

Note: this position is in the 2016 budget

Position vacated: 1/8/2016

Budgeted hourly wage rate: \$21.37

Total Number of FTEs Budget for this position title in budget: 2

Number of FTEs Unfunded for this position in budget 0

Total Number of FTEs Available to be filled for this title in budget 2

Number of FTEs filled with this position vacant: 1

Percent of this position staffed: 50%

Analyst Recommendation: There are only two Law Clerks for the eight Circuit Court Judges. They are responsible for all administrative duties, research, and drafting memoranda's. Two Law Clerks are necessary as one Law Clerk could not keep up with the workload alone. I recommend approval. Camille Stymiest, Human Resources Analyst

Contact

Judge William Atkinson

BROWN COUNTY HUMAN SERVICES

111 N. Jefferson Street
P.O. Box 22188
Green Bay, WI 54305-2188



Phone (920) 448-6000 Fax (920) 448-6166

December 1, 2015

TO: Troy Streckenbach, County Executive
Chad Weininger, Director, Department of Administration

FROM: Jenny Hoffman, Economic Support Administrator
Brown County Human Services

SUBJECT: Economic Support Specialist – request to fill position (x2)

1. Is the position description current or does it require updates?

The position description is current.

2. Are the duties of the position related to an essential (mandatory) service? If yes, please explain.

Yes. The Economic Support programs are state mandated programs and are governed under Chapter 49 of the Wisconsin State Statutes. FoodShare, Medicaid, Badgercare Plus, and the Wisconsin Shares Child Care Assistance programs are **state mandated** entitlement programs and there are no waiting lists for benefits or services. Wisconsin Home Energy Assistance program is under Ch 16 of the WI State Statutes.

3. Describe job performance measurement for this position (clients, caseload, work output, etc.)

The Economic Support Specialists determine eligibility for low income families for the foodshare, child care, energy and healthcare (Badgercare Plus and Medicaid) programs. The Economic Support unit handles over 25,000 cases; the total caseload has increased significantly since 2009 (16,000 cases). This unit has a high workload volume coupled with a large volume of policy and systems changes which can occur weekly, monthly, and/or annually. Multiple performance standards imposed by the Department of Health Services and Department of Children and Families have to be met so we are in compliance. These State Performance Standards include:

- Call/Change Center – performance standards related to speed of answer and wait times must be met.
- Overpayment recovery. Processing of overpayments – 15% fiscal incentive received on all overpayment collections.
- Timely Case Processing – 95% standard for timely application processing. Applications must be processed within 30 days.
- Case Closure Accuracy – FoodShare Negative Case Error Rate – Must not exceed 6% annually.
- Payment Accuracy – FoodShare Active Payment Error Rate – Must not exceed 5.5% annually.
- Payment Accuracy – Wisconsin Medicaid and Badgercare Plus Error Rate – Must not exceed 3% annually.

*Failure to meet these performance standards could result in corrective action by the state, including fiscal penalties.



4. Explain how this vacancy presents opportunities to streamline processes or reorganize operations. Considerations should include consolidating, eliminating and/or outsource job responsibilities.

Processes have been streamlined over the past several years in an effort to maximize our resources and reduce costs.

- Effective 1/1/12, due to the State biennial budget, we consolidated with 4 other counties to provide these services as a multi county consortium.
- The Economic Support Administrator, supervisors and staff continually review priorities and explore efficiencies. We will continue to evaluate workload and develop process improvements.
- Workload workgroup comprised of management and line staff meet to discuss alternative ways of processing work to become more effective and efficient. Changes to processes are implemented and monitored for effectiveness.
- We will continue to utilize the LEAN process to develop efficiencies and standardize processes.
- We continue to run a Change and Information Center that created much efficiency in work processes. The Change Center improved customer service and shifted how we manage workload so we were able to take on more work without adding staff, all while maintaining a high level of payment accuracy and program integrity.

5. Are budgeted funds sufficient to cover the cost of filling the position? Or does this position need to be held vacant for a period of time to offset projected budget shortfalls?

Yes, budgeted funds are sufficient to cover the cost of filling these positions. Economic Support receives funding from the Department of Children and Families and Department of Health Services. Approximately 75% of the cost of these positions are paid for by these departments.

6. What is the impact of not filling the position in 3 months? 6 months? 12 months? Not at all
Economic Support Services are entitlement programs and cannot be reduced or eliminated. State requirements, deadlines, and monitoring require that a caseload does not remain uncovered. Additional cases due to vacancies and medical leaves are distributed amongst remaining eligibility workers.

- Impacts of not filling the position 3, 6, 12 months:
 - Decrease in quality customer service.
 - Basic needs of our consumers may not be met or met timely.
 - Delay in benefits to consumers in crisis and need.
 - Adverse affects on community based providers. (food pantries, medical providers, Human Services child & adult protection units, CTC.)
 - Failure to meet ES performance standards (above) could result in corrective action by the State, including fiscal penalties.

Budget Impact Calculation

Department: Human Services/Economic Support
Position: Economic Support Specialist (x2)

Partial Budget Impact: 1/8/16 - 12/31/16 51 Weeks

Salary \$ 62,500.50

Fringe Benefits \$ 25,330.33

\$ 87,830.83

Note: Estimated date of hire for partial year calculation is for the Monday following the Executive Committee meeting

Annualized Budget Impact:

Salary \$ 63,726.00

Fringe Benefits \$ 25,827.00

\$ 89,553.00

Note: These positions are in the 2016 budget.

Position vacated: 12/11/15 and 1/8/16

Budgeted hourly wage rate: \$16.34

Total Number of FTEs Budget for this position title in budget: 50

Number of FTEs Unfunded for this position in budget 0

Total Number of FTEs Available to be filled for this title in budget 50

Number of FTEs filled with this position vacant: 48

Percent of this position staffed: 96%

Analyst Recommendation: Vacancies are due to resignations. Economic Support Specialists are responsible for determining eligibility for low income families for the food share, child care, healthcare (BadgerCare and Medicaid) and Energy Assistance programs. Total caseload is over 25,000 cases. ESS staff are required to meet state case processing timeframes, issue accurate benefits, and meet the basic needs of the low income families served. Failure to meet State performance measures and timeframes could result in fiscal penalties. I recommend approval. Lorrie M. Blaylock, HR Analyst

Contact Jenny Hoffman 448-6367

PARK MANAGEMENT

Brown County



1150 BELLEVUE STREET, RM 151
GREEN BAY, WI 54302

MATTHEW M. KRIESE

PHONE (920) 448-4464 FAX (920) 448-4054

ASSISTANT PARK DIRECTOR

E-MAIL KRIESE_MM@CO.BROWN.WI.US

January 5, 2016

FROM: Matt Kriesse

SUBJECT: Request to Fill – Assistant Naturalist

1. Is the position description current or does it require updates? (Updates to job descriptions should be submitted, reviewed and approved by the HR Department prior to submitting the A1 form.)

Yes- the PD is current

2. Are the duties of the position related to an essential (mandatory) service? If yes, please explain.

Parks are an essential service within our community. 900,000 users annual use the parks for recreation, socialization, quality of life, health benefits and the parks provide economic value to our community.

3. Describe job performance measurement for this position (clients, caseload, work output, etc.)

The performance measures are as follows: judgment, communication, teamwork, dependability, innovation, leadership, employee development, job knowledge, customer service, cost effectiveness and SMART goals as defined by the employee.

This position will also be evaluated by evaluation forms completed by teachers and the public that attend environmental education programs.

4. Explain how this vacancy presents opportunities to streamline processes or reorganize operations. Considerations should include consolidating, eliminating and/or outsource job responsibilities.

This educational position requires a unique skill set. Our educational programs also require a minimum of 3 trained staff in order to safety and effectively manage the groups of children. Groups could be reduced in size however the schools would need to schedule several days which increase their busing costs.



5. Are budgeted funds sufficient to cover the cost of filling the position? Or does this position need to be held vacant for a period of time to offset projected budget shortfalls?

This position was approved in the annual budget process and is budgeted at 2080 hours. Budgeted funds are sufficient.

6. What is the impact of not filling the position in 3 months? 6 months? 12 months? Not at all?

We would have to conduct school programs with 60+ kids per instructor. Ultimately school districts would not accept this policy and would find another center to visit, resulting in lost revenue and community connections.

Budget Impact Calculation

Department: NEW Zoo & Adventure Park
Position: Assistant Naturalist

Partial Budget Impact: 1/8/16 - 12/31/16 51 Weeks

Salary \$ 28,518.81

Fringe Benefits \$ 14,045.60

\$ 42,564.40

Note: Estimated date of hire for partial year calculation is for the Monday following the Executive Committee meeting

Annualized Budget Impact:

Salary \$ 29,078.00

Fringe Benefits \$ 14,321.00

\$ 43,399.00

Note: this position is in the 2016 budget

Position vacated: 2/26/2016

Budgeted hourly wage rate: \$13.98

Total Number of FTEs Budget for this position title in budget: 1

Number of FTEs Unfunded for this position in budget 0

Total Number of FTEs Available to be filled for this title in budget 1

Number of FTEs filled with this position vacant: 0

Percent of this position staffed: 0%

Analyst Recommendation: This position is responsible for the continued success of the environmental education programs that are offered to both schools and the public. This position also serves as the primary contact for all volunteers for programs within the Parks. Without refilling this position, program exposure may be jeopardized. I recommend for approval. Camille Stymiest, Human Resources Analyst

Contact Matthew Kriese 920.448.4464

PUBLIC WORKS

Brown County



COMMUNITY TREATMENT CENTER
3150 GERSHWIN DRIVE
GREEN BAY, WISCONSIN 54311

PHONE: (920) 391-4856 FAX: (920) 391-4869
E-MAIL: LEBOEUF_DL@CO.BROWN.WI.US

DIANE L. LE BOEUF, CEH
HOUSEKEEPING MANAGER

1/6/2016

TO: Troy Streckenbach, County Executive
Chad Weininger, Director of Administration
Brittany Zaehring, Human Resources Director

FROM: Diane LeBoeuf, Housekeeping Manager
Public Works - Facilities Management Division

RE: Request to fill – 1.0 FTE Housekeepers – BCCTC/Shelter Care

1. *Is this position description current or does it require updates? (Updates to job descriptions should be submitted, reviewed and approved by the HR Department prior to submitting the A- 1 form).*
Yes, it is current.
2. *Are the duties of the position related to essential (mandatory) services? If yes, please explain.*
 - Yes, all Housekeeping personnel and the services they provide at the Brown County Community Treatment Center and at Shelter Care are necessary. They provide a clean, safe, sanitary and an attractive environment for all residents and clients, visitors, employees, and the general public. It is difficult to keep a healthcare facility clean and infection free. After all, healthcare facilities are very busy places, especially since both CTC and Shelter Care are 24/7. Our Housekeeping team has to constantly keep on their toes to keep up with resident and patient rooms, waiting rooms, Out Patient, Lab, Doctor Exam rooms, staff areas and all the Public areas within these buildings. It is a revolving door of messes with a high importance of infection control; our housekeeping team is the first line of defense. The CTC and Shelter Care both fall under strict cleanliness and infection control regulations by the State of Wisconsin Surveyors. In order for the County to keep it licensure, their guidelines must be followed. The State of Wisconsin Surveyors requires that the CTC has housekeeping coverage on the weekends and holidays in addition to the weekdays.
 - Proper cleaning and maintenance of our County buildings is necessary to meet and exceed the building's life expectancy and this includes the life expectancy of the interiors and furnishings as well.
 - These positions complete routine cleaning and project work. They use various types of cleaning equipment including carpet extractors, floor buffers/burnishers, upholstery extractions, floor scrubbers and other miscellaneous equipment. They are required by the State of Wisconsin to attend an Educational in-service once per year. During our team meetings we routinely discuss new infection control information and cleaning techniques, we currently use all Green chemicals, equipment, and techniques which require additional training.
 - The Housekeeping staff at CTC also completes the room set up and takes downs for all events at CTC, deliver the clean laundry carts to the respective areas, and many other tasks. They also clean the CC/911 Center on Holidays and Weekends.
3. *Describe job performance measurement for this position (clients, caseload, work output, etc.)*
 - Housekeeping performance is measured by quality inspections of the areas they are assigned, feedback from employees, and internal and external customers. The Housekeeping department goes through a rigorous inspection from the State of Wisconsin Surveyors which with the Nicolet

6

Psych Hospital –the CTC falls under the State of Wisconsin Medical Hospital codes. Shelter Care also receives inspections from the State of Wisconsin. Brown County staff also rates well above the average per hour square foot cleaning.

- The Brown County Community Treatment Center has residents and clients that are admitted with contagious diseases – This building has not yet had one building acquired MRSA case, these all have come from the outside - This speaks for itself.
 - Clean and sanitary buildings provide a better living environment for Nursing Home residents and Hospital clients; it also creates a good working environment for all employees which in turn reduce absenteeism.
4. *Explain how this vacancy presents opportunities to streamline processes or reorganize operations. Considerations should include consolidating, eliminating, and/or outsource job responsibilities.*
- In 2012 we have reduced staff from a .5 FTE Housekeeping Services Aid / Seamstress that was eliminated (which has been vacant since July 15, 2010). I have been having a Housekeeper fill in for those services since; which has made the housekeeping department a .5 FTE shorter. To make up for this shortage, I have implemented that the Office & Admin employees empty their own trash and recycling beginning in January 2012. Some of the residents here have family that could do the repairs and alterations on the residents clothing but many do not have a family, so we will continue to supply this service with a housekeeper on a part time basis. We also have to label all clothing and linen items as all laundry items go to the Jail for processing. None of these items are washed in their "own" loads so labels are required.
 - This position 1.0 FTE position will be vacant as of the end of the day 1/6/2016 due to a resignation. This position is in the 2016 budget.
 - My staff is currently working overtime and I have two of my part-time (.5) employees working full time hours and overtime. As the other .5 FTE is currently vacant and a 1.0 FTE is on Short Term Disability.
 - In 2012-I have dropped the amount of employees to take off on vacation from 2 people off Monday thru Friday down to 1 employee to be off at one time. This has allowed for the elimination of the 1.0 FTE that retired 12/29/2010.
 - Window Washing was once a contracted out service but 5-6 years ago it was cut out of the CTC's budget.
 - In-house employees per my own personal experience, internal customer opinions, and the opinion of the County Board provide reliability, trustworthiness, confidentiality, and flexibility of staff. We monitor staff and evaluate them on a regular basis. Previous yearly reorganization efforts have decreases staff significantly to the point that there is no "fat" left to remove.
5. *Are budgeted funds sufficient to cover the cost of filling the position? Or does this position need to be held vacant for a period of time to offset the projected budget shortfalls?*
- Yes. The 2016 budget has 8.5 FTE's in Housekeeping for CTC and Shelter Care. With the leaving of this full time FTE open .and still in the budget. As in question #4, we may have to use costly overtime and temporary staff to keep these buildings at their current required cleanliness standards. Temp employees have been used in the past – the majority of the time was with substandard results.
6. *What is the impact of not filling the position in 3 months? 6 months? 12 months? Not at all?*
- The result of not filling this position would result in an increase of overtime, employee burnout and injuries-possible additional work comp claims, increased absenteeism, low moral which effects productivity, unsanitary and unsafe conditions for residents, staff and visitors, infection control issues, possible State violations of the Life Safety Codes and hefty fines.
 - The life expectancy of furnishings, floors, and interiors would be reduced and replacement of materials wood occurs more often without the proper maintenance and cleaning, which is a costly thing to do. We need to keep the Counties investments clean and well maintained.
- 6

Budget Impact Calculation

Department: Public Works-Facility
Position: Housekeeper

Partial Budget Impact: 1/8/16 - 12/31/16 51 Weeks

Salary \$ 33,395.19

Fringe Benefits \$ 14,783.13

\$ 48,178.33

Note: Estimated date of hire for partial year calculation is for the Monday following the Executive Committee meeting

Annualized Budget Impact:

Salary \$ 34,050.00

Fringe Benefits \$ 15,073.00

\$ 49,123.00

Note: this position is in the 2016 budget

Position vacated: 1/6/2016

Budgeted hourly wage rate: \$16.37

Total Number of FTEs Budget for this position title in budget: 8.5

Number of FTEs Unfunded for this position in budget 0

Total Number of FTEs Available to be filled for this title in budget 8.5

Number of FTEs filled with this position vacant: 7.5

Percent of this position staffed: 88%

Analyst Recommendation: Due to the State of WI and Federal cleaning standards, it is crucial to refill this position to maintain a safe and cleanly environment at the Community Treatment Center. I recommend approval. Camille Stymiest, Human Resources Analyst

Contact

Paul Fontecchio

TECHNOLOGY SERVICES

Brown County



111 NORTH JEFFERSON STREET,
2ND FLOOR
GREEN BAY, WISCONSIN 54301

CHIEF INFORMATION OFFICER – AUGUST NEVERMAN

PHONE (920) 448-4025 FAX (920) 448-6266

TECHNOLOGY SERVICES

Dec 28, 2015

TO: County Executive
Human Resources Manager
Director of Administration

FROM: August Neverman, Chief Information Officer
Technology Services – Copy & Document Center

SUBJECT: Request to fill vacant Premier position – Document Center Specialist

1. Is the position description current or does it require updates? (Updates to job descriptions should be submitted, reviewed and approved by the HR Department prior to submitting the A1 form.)
Yes – it is up to date.
2. Are the duties of the position related to an essential (mandatory) service? If yes, please explain.
Yes, the position picks up, sorts and delivers all of Brown County's mail. The job also processes print requests departments send so they can preform their daily tasks.
3. Describe job performance measurement for this position (clients, caseload, work output, etc.)
This job position is measured by meeting customer deadlines and processing department mail.
4. Explain how this vacancy presents opportunities to streamline processes or reorganize operations. Considerations should include consolidating, eliminating and/or outsource job responsibilities.
We will not fill the ½ FTE LTE Document Center Delivery Receiving Clerk immediately, and if long term we can operate without the position that ½ FTE will be eliminated.
5. Are budgeted funds sufficient to cover the cost of filling the position? Or does this position need to be held vacant for a period of time to offset projected budget shortfalls?
Yes, budgeted funds are sufficient.
6. What is the impact of not filling the position in 3 months? 6 months? 12 months? Not at all?
The longer this position is vacant the longer it takes to complete customer copy requests and project activity. This will impact 2016 elections if the position is not filled.

Budget Impact Calculation

Department: Technology Services
Position: Document Center Specialist

Partial Budget Impact: 1/8/16 - 12/31/16 51 Weeks

Salary	\$ 35,781.40
Fringe Benefits	<u>\$ 15,146.02</u>
	\$ 50,927.42

Note: Estimated date of hire for partial year calculation is for the Monday following the Executive Committee meeting

Annualized Budget Impact:

Salary	\$ 36,483.00
Fringe Benefits	<u>\$ 15,443.00</u>
	\$ 51,926.00

Note: this position is in the 2016 budget

Position vacated: 12/11/2015

Budgeted hourly wage rate: \$17.54

Total Number of FTEs Budget for this position title in budget:	2
Number of FTEs <u>Unfunded</u> for this position in budget	<u>0</u>
Total Number of FTEs Available to be filled for this title in budget	2
Number of FTEs filled with this position vacant:	1
Percent of this position staffed:	50%

Analyst Recommendation: This position is responsible for delivering and picking up Brown County departmental mail. The position is also responsible for customer service and processing printing requests within the Document Center. I recommend approval. Camille Stymiest, Human Resources Analyst

Contact

August Neverman

ATTORNEY BILLS SUBMITTED TO THE EXECUTIVE COMMITTEE FOR January 11, 2016 MEETING				
LAW FIRM	INVOICE NUMBER	DATE	AMOUNT	FOR
ATTY. GARY WICKERT	12W27	12/23/2015	\$ 6,469.50	Airport General
CONWAY, OLEJNICZAK & JERRY, S.C.	27	11/30/2015	\$ 79.50	Revolving Loan Fund Committee vs. Raven Manu.
von Briesen & Roper, S.C.	208493	12/23/2015	\$1,914	Labor matters
Total ---			\$ 8,463.00	

2

STATEMENT
Law Firm of
CONWAY, OLEJNICZAK & JERRY, S.C.
P.O. Box 23200
Green Bay, WI 54305-3200
PHONE 920-437-0476
FAX 920-437-2868

CHUCK LAMINE
BROWN COUNTY ECONOMIC DEVELOPMENT
305 E. WALNUT STREET, 5TH FLOOR
P O BOX 23600
GREEN BAY WI 54305-3600

Page: 1
11/30/2015
ACCOUNT NO: 671310-033M
STATEMENT NO: 27

PLEASE RETURN THIS PORTION WITH PAYMENT

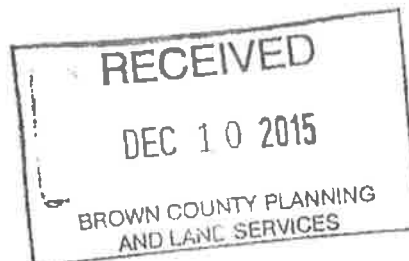
REVOLVING LOAN FUND COMMITTEE vs. RAVEN
MANUFACTURING, LLC and LYNN A. HESSON

PREVIOUS BALANCE

\$79.50

BALANCE DUE

\$79.50



CHUCK LAMINE
BROWN COUNTY ECONOMIC DEVELOPMENT
305 E. WALNUT STREET, 5TH FLOOR
P O BOX 23600
GREEN BAY WI 54305-3600

Page: 1
09/30/2015
ACCOUNT NO: 671310-033A
STATEMENT NO: 2

REVOLVING LOAN FUND COMMITTEE vs. RAVEN
MANUFACTURING, LLC and LYNN A. HESSON

		HOURS	
9/28/2015	MMM CHECK STATUS OF PAYMENTS; CORRESPONDENCE TO BORROWER RE: OVERDUE SEPTEMBER PAYMENT.	0.30	
	FOR CURRENT SERVICES RENDERED	0.30	79.50
	TOTAL CURRENT WORK		79.50
	BALANCE DUE		<u>\$79.50</u>

BROWN COUNTY
ATTN: JULIANA RUENZEL
305 EAST WALNUT STREET
P.O. BOX 23600
GREEN BAY, WI 54305-3600

INVOICE NO. 208493
INVOICE DATE DECEMBER 23, 2015
TAX ID. 39-1576289

CLIENT NO. 009948

COLLECTIVE BARGAINING
CURRENT FEES THIS MATTER

\$924.00

GENERAL
CURRENT FEES THIS MATTER

\$990.00

CURRENT FEES

\$1,914.00

TOTAL CURRENT CHARGES THIS BILL

\$1,914.00

TOTAL AMOUNT DUE

\$1,914.00

BROWN COUNTY
ATTN: JULIANA RUENZEL
305 EAST WALNUT STREET
P.O. BOX 23600
GREEN BAY, WI 54305-3600

INVOICE 208493
INVOICE DATE DECEMBER 23, 2015
TAX ID. 39-1576289
ATTY. DANIEL J. BOROWSKI

COLLECTIVE BARGAINING

MATTER NO. 009948-00005

PROFESSIONAL SERVICES RENDERED THROUGH NOVEMBER 30, 2015

11/23/15 DJB ANALYSIS AND EVALUATION OF COLLECTIVE BARGAINING FILE AND HISTORY OF NEGOTIATIONS; CONFER WITH CORPORATION COUNSEL REGARDING RECOMMENDATIONS FOR HANDLING THE SAME.	2.30	506.00
11/24/15 DJB WORK ON RESOLUTION OF ISSUES RELATING TO COLLECTIVE BARGAINING; DRAFT CORRESPONDENCE TO PETER DAVIS REGARDING THE SAME; TELEPHONE CONFERENCES WITH COUNSEL FOR THE UNION AND CORPORATION COUNSEL.	1.30	286.00
11/25/15 DJB DRAFT CORRESPONDENCE TO COUNSEL FOR UNION REGARDING PROPOSAL FOR COLLECTIVE BARGAINING; CONFERENCES WITH THE CHIEF DEPUTY AND CORPORATION COUNSEL REGARDING THE SAME.	.60	132.00

CURRENT FEES FOR THIS MATTER \$924.00

BILLING SUMMARY

CURRENT FEES FOR THIS MATTER	\$924.00
TOTAL CURRENT CHARGES THIS MATTER	\$924.00
TOTAL AMOUNT DUE FOR THIS MATTER	\$924.00

BROWN COUNTY
ATTN: JULIANA RUENZEL
305 EAST WALNUT STREET
P.O. BOX 23600
GREEN BAY, WI 54305-3600

INVOICE 208493
INVOICE DATE DECEMBER 23, 2015
TAX ID. 39-1576289
ATTY. DANIEL J. BOROWSKI

GENERAL

MATTER NO. 009948-00008

PROFESSIONAL SERVICES RENDERED THROUGH NOVEMBER 30, 2015

11/19/15 DJB PREPARE FOR AND ATTEND MEETING WITH THE SHERIFF'S OFFICE REGARDING LABOR AND EMPLOYMENT MATTERS.	4.50	990.00
---	------	--------

CURRENT FEES FOR THIS MATTER	\$990.00
------------------------------	----------

BILLING SUMMARY

CURRENT FEES FOR THIS MATTER	\$990.00
TOTAL CURRENT CHARGES THIS MATTER	\$990.00
TOTAL AMOUNT DUE FOR THIS MATTER	\$990.00

GARY A. WICKERT, S.C.
Attorney and Counselor at Law
801 E. WALNUT • P.O. BOX 1656
GREEN BAY, WISCONSIN 54305

Gary A. Wickert

Telephone (920) 433-9425

Fax (920) 432-9188
wicklaw@gbonline.com

December 23, 2015

Brown County Airport
P.O. Box 23600
Green Bay WI 54305-3600

Re: General Matters
Our File No. 12 W 27

STATEMENT

<u>DATE</u>	<u>FOR SERVICES RENDERED:</u>	<u>HOURS</u>
11/25	Correspondence from/to Tom Miller re: equipment rental	.10
11/30	Meeting with Tom Miller, Sue Bertrand, and Marty Piette re: RFP marketing; Executive Air; and FAA, etc.	3.75
12/2	Phone conference with Sue Bertrand re: CBP lease; Review CBP lease; Review 41 USC - §7101, et seq. re: disputes (CBP lease); Letter to Tom Miller;	.20 1.50
	Letter from Tom Miller re: CBP;	.10
	Phone conference with Sue Bertrand re: CBP	.15
12/9	Review FAA subfile/lease re: holdover; Review Pro-Tec file and Agreement re: armed officers;	
	Phone conference with Tom Miller re: Pro-Tec;	1.00
	Meeting at Airport with Tom Miller, Sue Bertrand, Marty Piette re: Pro-Tec, FAA, CBP, Executive Air, etc.	3.00
12/10	Review RFP (Arketype); Phone conference with Sue Bertrand re: changes to RFP (Arketype); Work on RFP revisions (Arketype)	.70 .50
12/11	Prepare revisions to RFP (Advertising and Promotion); Letter to Sue Bertrand re: Advertising and Promotion; Prepare Third Amendment re: Pro-Tec;	.30
	Letter to Tom Miller re: Third Amendment Pro-Tec	.50
12/14	Review Pro-Tec Agreement re: information disclosure; Letter to Tom Miller re: information disclosure; Phone conference with Sue Bertrand re: CBP and FAA updates;	.40 .40 .25
	Review information/emails from Sue Bertrand and Tom Miller re: FAA lease;	

Page Two
December 23, 2015

12/14	Review FAA lease; Prepare draft of letter to FAA; Letter to Tom Miller re: FAA	1.00
12/15	Review Art Line lease and related documents; Review Chapter 704 re: "self help"; Phone conference with Tom Miller re Art Line, information disclosure, etc.;	
	Correspondence from Tom Miller re: Pro-Tec	1.50
12/16	Letter from Tom Miller re: Pro-Tec;	.10
	Review correspondence from Tom Miller re: FAA lease;	
	Phone conference with Tom Miller re: FAA lease	.50
12/17	Review Pro-Tec file/Agreement;	
	Phone conference with Tom Miller re: Pro-Tec;	1.00
	Prepare revised Third Amendment re: Pro-Tec Agreement;	
	Letter to Tom Miller re: Pro-Tec	.40
12/22	Review Art Line file;	
	Phone conference with Jeannie re: rent status re: Art Line;	
	Prepare Small Claims Summons and Complaint re: Art Line;	.60
	Review Gift Shop Lease and First Amendment and Minutes of Planning, Development and Transportation;	1.00
	Phone conference with Sue Bertrand;	.15
	Phone conference with Tom Miller;	
	Prepare Second Amendment to Gift Shop Lease;	.80
	Review all Vaisala documents and prepare revisions;	
	Phone conference with Sue Bertrand re: Vaisala;	
	Letter to Sue Bertrand	1.80
12/23	Review Arketype file and revise "Work-Made-For Hire";	
	Letter to Sue Bertrand.	<u>1.00</u>
	TOTAL HOURS:	22.70

22.70 HOURS @ \$285.00 PER HOUR = \$6,469.50

AMOUNT DUE ON ACCOUNT: \$6,469.50

Thank you.
GAW:prn

1739 Main Street – City of Green Bay

Parcel No. 21-1293-2

Description:

Property is a vacant lot located at 1739 Main Street on the east side of Green Bay.

It is an irregular shaped lot with approximately 180.0 feet of frontage on Main Street with an average depth of 105.00 for a total of 21,131 square feet of area, according to Brown County records.

Narrative:

Located on a busy commercial street. The rear portion of the lot is part of an environmentally sensitive area and may limit the buildable area. Active, improved properties border the lot on either side. Trees and brush border the rear.



Suggested Minimum Bid: \$37,500

1274 Cherry Street – City of Green Bay

Parcel No. 14-157

Description:

Property is a vacant lot located at 1274 Cherry Street. It is one lot from the southwest intersection of Cherry Street and North Irwin Street

It is a rectangular shaped lot with 53.0 feet of frontage on Cherry Street and a depth of 165.0 feet; a total area of 0.202 acre , according to Brown County records.

Narrative:

The lot is located in a developed residential neighborhood near downtown. It has light traffic fronting Cherry Street.



Suggested Minimum Bid: \$6,800

1322 S. Chestnut Avenue– City of Green Bay

Parcel No. 1-898

Description:

Property is a vacant lot located at 1322 South Chestnut Avenue on the near west side of Green Bay. It is located mid-point in the block between 9th and 10th Street.

It is a rectangular shaped lot with approximately 52.0 feet of frontage on S. Chestnut and approximately 146.0 feet deep for a total of 7,688 square feet of area, according to Brown County records.

Narrative:

It is located in a relatively quiet residential street. A tall stockade fence borders the lot to the north. It has light traffic fronting S. Chestnut with an alley in the rear of the lot. Across from this lot in the alley is a larger storage building. The topography is level with little foliage.



Suggested Minimum Bid: \$5,700

519 12th Avenue— City of Green Bay

Parcel No. 2-516 & 2-661

Description:

Property is a vacant lot located at 519 12th Avenue. It is located one lot north of the intersection of 12th Avenue and Clinton Street.

It is a rectangular shaped lot with 52.0 feet of frontage on 12th Avenue and approximately 110.0 feet deep for a total of 5,775 square feet of area, according to Brown County records.

Narrative:

Parcels 2-516 & 2-661 was the site of a home that was recently razed. Being that parcel 2-516 was a substandard, landlocked parcel, it has been combined with parcel 2-661.

The topography is level with residential homes surrounding the property.



Suggested Minimum Bid: \$6,300

75.69 Sale of tax delinquent real estate.

(1) Except as provided in sub. (1m), no tax delinquent real estate acquired by a county may be sold unless the sale and appraised value of such real estate has first been advertised by publication of a class 3 notice, under ch. 985. Any county may accept the bid most advantageous to it but, at the first attempt to sell the property, every bid less than the appraised value of the property shall be rejected. Any county is authorized to sell for any amount any land previously advertised for sale after advertising the sale of such land by publication of a class 1 notice, under ch. 985; except that no property may be sold for an amount that is less than the property's appraised value unless the county board or a committee designated by the county board has reviewed and approved such a sale and no property may be sold for an amount that is less than the amount of the highest bid unless the county board or a committee designated by the county board prepares a written statement, available for public inspection, that explains the reasons for accepting a bid that is less than the highest bid. In this subsection, "appraised value" means the value determined, at the discretion of the county board, by the county board, a committee designated by the county board, or a certified appraiser, as defined in s. 458.01 (7).

(1m)

(a) Subsection (1) does not apply to counties with a population of 500,000 or more.

(b) Notwithstanding sub. (1), any county may advertise the sale of any or all of its real estate that has been tax delinquent for at least 4 years by publishing a class 3 notice under ch. 985, indicating in which municipality or municipalities and in which ward or wards the real estate is located and the place and date for filing written bids but without listing specific parcels or appraised values for the parcels, if the county makes readily available in the courthouse a list of the parcels and the appraised value of each parcel.

(2) This section shall not apply to exchange of property under s. 59.69 (8), to withdrawal and sale of county forest lands, nor to the sale or exchange of lands to or between municipalities or to the state.

(3) This section shall apply to all tax delinquent lands regardless of the date of acquisition by the county.

(4) No tax delinquent real estate may be sold by a county under this section unless notice of such sale is mailed to the clerk of the municipality in which the real estate is located at least 3 weeks prior to the time of the sale. Any county may sell tax delinquent real estate by open or closed bid.

History: 1983 a. 344; 1987 a. 378; 1995 a. 201; 2003 a. 123.

Counties may not transfer county owned mineral rights, acquired through nonpayment of taxes to private persons without following the appraisal and public sale provisions of this section. 67 Atty. Gen. 236.

When a county proceeds under sub. (1), it can accept a bid it considers, in good faith, to be most advantageous to the county in view of the criteria in the bid notice. 70 Atty. Gen. 1.

October 21, 2015

TO THE HONORABLE CHAIRMAN AND MEMBERS
OF THE BROWN COUNTY BOARD OF SUPERVISORS

Ladies and Gentlemen:

**RESOLUTION REGARDING ADJUSTMENTS TO THE
2015 CLASSIFICATION AND COMPENSATION PLAN**

WHEREAS, on April 15, 2015, the Brown County Board of Supervisors adopted a resolution approving the 2015 Classification and Compensation Plan for employees not covered by union contracts; and,

WHEREAS, the Plan is intended to completely replace the multiple compensation scales and varied step plans created by prior labor agreements and department-specific practices; and,

WHEREAS, the purpose of the Compensation Plan is to ensure uniformity of compensation that is administered according to fair and equitable principles; and,

WHEREAS, the Human Resources Department, in conjunction with the Department Directors, reviewed position descriptions and placement in appropriate job specifications and pay grade; and

WHEREAS, formal recommendations for individual adjustments were forwarded to the Executive Committee for review and recommendation to the Board of Supervisors for final approval and implementation, effective January 1, 2016; and,

WHEREAS, during this same time frame, the Implementation Plan was developed, reviewed by the Executive Committee and the Board of Supervisors for final approval and implementation, effective January 1, 2016. .

NOW, THEREFORE, BE IT RESOLVED that the attached adjustments to the 2015 Classification and Compensation Plan are approved, effective January 1, 2016.

Respectfully submitted,
EXECUTIVE COMMITTEE

Approved By:

TROY STRECKENBACH
COUNTY EXECUTIVE

Date Signed: _____

Authored by Human Resources
Approved as to form by Corporation Counsel

Fiscal Note: This resolution does not have a fiscal impact and therefore does not require an appropriation from the General Fund.

BOARD OF SUPERVISORS ROLL CALL # _____

Motion made by Supervisor _____

Seconded by Supervisor _____

SUPERVISORS	DIST. #	AYES	NAYS	ABSTAIN	EXCUSED
SIEBER	1				
DE WANE	2				
NICHOLSON	3				
HOYER	4				
GRUSZYNSKI	5				
HAEFS	6				
ERICKSON	7				
ZIMA	8				
EVANS	9				
KAYE	10				
BUCKLEY	11				
LANDWEHR	12				
DANTINNE, JR	13				

SUPERVISORS	DIST. #	AYES	NAYS	ABSTAIN	EXCUSED
LA VIOLETTE	14				
KATERS	15				
KAster	16				
VAN DYCK	17				
JAMIR	18				
ROBINSON	19				
CLANCY	20				
CAMPBELL	21				
MOYNIHAN, JR.	22				
BLOM	23				
SCHADEWALD	24				
LUND	25				
FEWELL	26				

Total Votes Cast _____

Motion: Adopted _____ Defeated _____ Tabled _____

HUMAN RESOURCES DEPARTMENT

Brown County

305 E. WALNUT STREET
P.O. BOX 23600
GREEN BAY, WI 54305-3600



WARREN P. KRAFT

PHONE (920) 448-4071 FAX (920) 448-6277 WEB: www.co.brown.wi.us

HUMAN RESOURCES DIRECTOR

RESOLUTION/ORDINANCE SUBMISSION TO COUNTY BOARD

DATE: 10/02/15
REQUEST TO: Executive Committee
MEETING DATE: 10/12/15
REQUEST FROM: Warren Kraft
Human Resources Director

REQUEST TYPE: ☒ New resolution ☐ Revision to resolution
☐ New ordinance ☐ Revision to ordinance

TITLE: Resolution Regarding Adjustments to the 2015 Classification and Compensation Plan

ISSUE/BACKGROUND INFORMATION:

On April 15, 2015, the Brown County Board of Supervisors adopted a resolution approving the 2015 Classification and Compensation Plan for employees not covered by union contracts. The Human Resources department, in conjunction with Department Directors, reviewed position descriptions and placement in the appropriate job specification and pay grade resulting in recommendations for individual adjustments to the 2015 Classification and Compensation Plan.

ACTION REQUESTED:

Approval of adjustments to the 2015 Classification and Compensation Plan effective January 1, 2016.

FISCAL IMPACT:

NOTE: This fiscal impact portion is initially completed by requestor, but verified by the DOA and updated if necessary.

1. Is there a fiscal impact? ☐ Yes ☒ No
 - a. If yes, what is the amount of the impact? \$ _____
 - b. If part of a bigger project, what is the total amount of the project? \$ _____
 - c. Is it currently budgeted? ☐ Yes ☐ No
 1. If yes, in which account? _____
 2. If no, how will the impact be funded? _____

☒ **COPY OF RESOLUTION OR ORDINANCE IS ATTACHED**

//

Recommended For Approval

Class and Comp Reclassification Requests

	Department	Position	Current Classification	Proposed/Requested Classification	HR Approve/Deny	Reason
1	Administration	Risk Manager	Risk Specialist (9)	change grade up	Approve	No additional data was attached to the justification. When reviewing the Risk Specialist market analysis the data places this class spec in grade 6 and not grade 9 as the classification salary range currently lists. Human Resources would recommend this class spec be moved.
2	Airport	Assistant Airport Director	Operations Manager (8)	Create new Assistant Airport Director (6)	Approve	Position is vacant. Comparisons presented are Outagamie & Dane Co. Would accept aviation management or public administration degrees. Position is currently classified with Hwy Fleet Superintendent. Recommending placement with Highway Operations Mgr due to similarities in responsibility/duties. Director desires to hire an Asst. Director who can assume Director role in his absence. Airport is an Enterprise Fund-no tax dollars.
3	Circuit Courts	Chief Deputy Register in Probate	Legal Assistant (14)	Chief Deputy (12)	Approve to paralegal (13)	Although Chief Deputy Register in Probate does cover the office in the absence of the Register in Probate by statute this position cannot fill in for all job duties. Placing this position in the same classification as other Chief Deputies is not accurate as Chief Deputy positions in Treasurer, County Clerk, Register of Deeds are appointed and are able to cover the all elected officials duties in their absence. Register in Probate is the appointed position by the Courts and has those duties not the Chief Deputy. Would recommend moving to Paralegal class spec grade 13.
4	Child Support	Account Technician	Administrative Assistant II (14)	Account Clerk (16)	Approve	Duties for this position fall in line with the account clerk class spec.
5	Child Support	Intake Specialist	Administrative Assistant II (14)	Administrative Assistant I (17)	Approve	The intake specialist falls in line with the Child Support Clerks whom were placed in Admin Asst I class spec, and after review of the position description it would be recommend that this position be placed in the same class spec.
6	Conservation	Asst. County Conservationist	Conservation Specialist (Lead) (12)	Operations Supervisor (11)	Approve	Review of the position description along with the class spec for operations supervisor determined that they are closely aligned and many of the specific duties are outlined in the class spec. It is the recommendation of Human Resources to change the placement to an operations supervisor.
7	Health Department	Environmental & Lab Manager	Environmental Health & Lab Supervisor (8)	Move to grade 7	Approve	This class spec was not sent to the external market and after review of the internal equity Human Resources determined this position falls in line with the Public Health Supervisor class spec which did go to market and was placed in grade 7. It would be recommended that this class spec be moved to grade 7.
8	Port and Resource Recovery	Business Development Manager	Business Development Analyst (10)	higher grade	Approve	The department had requested to move the class spec as this position is the only one in this classification. After review of the internal equity due to this classification not going to market it is the recommendation of Human Resources to move this to grade 9.

9	Sheriff	Account Clerk II	Account Clerk (16)	Administrative Assistant II (14)	Approve	After reviewing the job description and the class spec Human Resources would recommend this position be classified as an Administrative Assistant II. The position has become more complex and it now is more than an account clerk position. Human Resources would also recommend a title change for the position due to the change in duties.
10	Sheriff	DTF Secretary	Administrative Assistant I (17)	Administrative Assistant II (14)	Approve	After review of the justification form and the class specs it would be recommended by Human Resources that it be reclassified as an Administrative Assistant II. The position has evolved to be more complex and many of the duties performed by this position in other counties is done by a sworn officer.
11	Sheriff	Comp Forensic Crime Analyst	No Placement	Programmer (12)	Approve	The Sheriff's Department Computer Forensic Crime Analyst positions were not placed in the Classification Salary Range Study. After review of the job description Human Resources recommends placing the position in the programmer classification grade 12.
12	Treasurer	Account Clerk II	Administrative Assistant I (17)	Account Clerk (16) (went to market)	Approve	Due to the complexity of work performed and similarity of duties to the other Account Clerk within the department, recommended that this position is moved to pay grade 14 as an Account Clerk.
13	Planning & Land Services	Sanitary Inspector	Planner (11)	Resource Recovery Specialist (12)	Approve	Recommend that the Sanitary Inspector classification move down to the Resource Recovery Specialist in pay grade 12. It falls more in line with a specialist role and matches well within the Resource Recovery Specialist spec. The planner classification is too different from the duties within this title to fall within a Planner spec.
14	Planning & Land Services	Real Property Lister	Senior Planner (9)	Principal Planner (7)/ or a new reclass that was not a part of original study	Approve	Move to Principal Planner in pay grade 7. Compared position to class spec and found that the Senior Planner spec was not appropriate due to the complexity of the duties. Furthermore, the day to day job duties matched the class spec of a Principal Planner.
15	Treasurer	Financial Specialist	Financial Analyst (10)	Administrative Assistant II (14)	Approve	The Administrative Assistant II classification is better for the current Financial Specialist position. When the Chief Deputy was hired within the department, the incumbent took many of the duties the Financial Specialist had at that time. Because of this transfer in duties, the new classification of an Administrative Assistant II will better reflect the current duties of the Financial Specialist.
16	Administration	Buyer	Operations Assistant (15)	change grade to 13	Approve to Department Assistant (14)	After review of the job description, class spec, and justification form it is the recommendation of the Human Resources Department to change this position to fall under the Department Assistant class spec. Review of the Administrative Assistant II class spec was completed and HR would not agree that this position would be categorized as such. There are also no classifications in grade 13 that would match.
18	Planning & Land Services	GIS Technician	GIS & Database Analyst (13)	PG 11	Approve to grade 12 only	Recommend that the GIS & Database Analyst move from pay grade 13 to pay grade 12 based upon internal equity study. The GIS & Database Analyst, in comparison to similar classifications in the internal equity, was placed too low therefore moving the entire class spec to pay grade 12 would be more appropriate.

19	Human Services-Behavioral Health	Behavioral Health Supervisor	Human Services Supervisors (9)	PG 7	Approve to grade 8 only	Position sent to market for analysis. Justification states that the licensures and credentials necessary, in addition to the internal equity issue of supervising positions in the same pay grade level, motivate their request to reclass. Human Resources would recommend creating a new class spec titled Clinical Services Supervisor and placing in grade 8
20	Human Services	Economic Support Services Admin	Economic Support Services Coordinator (9)	PG 6	Approve to move to grade 8	It is recommended that this position be classified as a Human Services Manager in grade 8. Human Resources would recommend then deleting out the Economic Services Support Coordinator class spec as this was the only position in that classification. Department requests title change to Economic Support Services Manager
21	Airport	Airport Administrative Manager	Department Assistant (14)	Operations Manager (8)	Approve to move to PG 11 Operations Supervisor	Approve move to PG 11 Operations Supervisor. No change in education, however they note that the ranking of Dept Asst (PG 14) has high school or GED vs. Bachelor's degree. They wish to change the experience requirement from 3 to 5 years. Position supervises 2 people. Functions as an Office Manager II or Administrative Supervisor. Airport is an Enterprise Fund-no tax dollars.
22	Human Services	Office Manager II	Operations Assistant (15)	PG 10, 11 or 12	Approve to move to PG 14 Department Assistant.	In Dec 2014, position was reclassified from Admin Sec to Office Mgr II by adding some supervisory responsibilities & combining 2 positions. Supervises small clerical unit, provides confidential admin support to Director & Asst Director.
23	Human Services	Contracts and Provider Relations Manager	Operations Assistant (15)	No Specific request listed	Approve to move to PG 14.	No change to education, experience leadership experience since PDQ/evaluation. This is the only position like this. No comparables. Reclass placed the position to Pay Grade 15, HR recommends moving position to Admin Asst II grade 14 based on duties.
24	Human Services	Social Services Aide III (Day Care Coordinator)	Administrative Assistant II (14)	Administrative Assistant I (17)	Approve.	Approve. Move position down from PG 14 to pay grade 17 for consistency across all positions due to similar duties, skills, experience and education.

For Informational Purposes, Recommended For Denial

Class and Comp Reclassification Requests

	Department	Position	Current Classification	Proposed/Requested Classification	HR Approve/Deny	Reason
1	Administration	Administrative Clerk	Administrative Assistant I (17)	No Specific request listed	Deny	Updated position description duties fall within the Administrative Assistant I class spec. Justification included a wage comparable to a corporate training, no job description was attached and Human Resources would not agree with the two being comparable. Recommendation is to keep the classification as the study has.
2	Administration	Accountant Supervisor	Senior Financial Analyst (9)	Financial Supervisor (7)	Deny	Human Resources has reviewed the class spec for Senior Financial Analyst and Financial Supervisor along with the position description and the Senior Financial Analyst is the correct spec. The spec does list that they plan, assign, review and evaluate work of support and other department personnel. This position reports to the Finance Manager which was placed in the Financial Supervisor class spec. It would not be recommended that this be placed in the same as the Finance Manager.
3	Administration	Accountant II	Financial Analyst (10)	Senior Financial Analyst (9)	Deny	Review of the updated job description to the class spec of both the Financial Analyst and Senior Financial Analyst determined this position falls in line with the Financial Analyst class spec. Human Resources would recommend this position remain classified as such. No additional comparable data was provided with justification from department.
4	Administration	Finance Supervisor	Senior Financial Analyst (9)	Financial Supervisor (7)	Deny	Human Resources has reviewed the class spec for Senior Financial Analyst and Financial Supervisor along with the position description and the Senior Financial Analyst is the correct spec. The spec does list that they plan, assign, review and evaluate work of support and other department personnel. This position reports to the Finance Manager which was placed in the Financial Supervisor class spec. It would not be recommended that this be placed in the same as the Finance Manager.
5	Administration	Accountant	Financial Analyst (10)	Senior Financial Analyst (9)	Deny	Review of the updated job description to the class spec of both the Financial Analyst and Senior Financial Analyst determined this position falls in line with the financial analyst class spec. Human Resources would recommend this position remain classified as such.
6	Administration	Admin/Communications Coordinator	Administrative Assistant II (14)	change to classification in PG 13	Deny	Human Resources has reviewed the class specs, position descriptions and the justification form and based on that information it is the recommendation that this position remain in the Administrative Assistant II class spec.
7	Administration	Account Clerk I	Account Clerk (16)	Administrative Assistant II (14) or Operations Assistant (15)	Deny	Review of the position description along with the class spec for account clerk determined that they are closely aligned and many of the specific duties are outlined in the class spec. It is the recommendation of Human Resources to leave the classification as Account Clerk. Updated job description was attached to justification and title change was requested.
8	Administration	Bookkeeper	Account Clerk (16)	Administrative Assistant II (14) or Operations Assistant (15)	Deny	Review of the position description along with the class spec for account clerk determined that they are closely aligned and many of the specific duties are outlined in the class spec. It is the recommendation of Human Resources to leave the classification as Account Clerk. Updated job description was attached to justification and title change was requested.

9	Administration	Accounts Supervisor	Financial Analyst (10)	Senior Financial Analyst (9)	Deny	No updated job description was provided and justification did not have additional data. Human Resources reviewed the PDQ that was provided for this position along with the Financial Analyst class spec and this position would fall within the scope. Recommendation is to leave it as a Financial Analyst class spec.
10	Administration	Senior Accountant	Senior Financial Analyst (9)	Financial Supervisor (7)	Deny	Human Resources has reviewed the job description and the class spec for the Senior Financial Analyst and would recommend that positions remain classified as Senior Financial Analyst and not Financial Supervisor.
11	Airport	Financial Specialist	Administrative Assistant II (14)	Financial Analyst (10)	Deny	Properly placed. Position previously in Courthouse contract. Slight change in education and experience. Compares duties to that of Treasurer's Financial Specialist.
12	Clerk of Courts	Accounting Technician	Account Clerk (16)	Administrative Assistant II (14)	Deny	Majority of time spent in the office doing the required day to day job duties are in line with the Account Clerk class spec (more than 50%). There are no changes recommended for this request.
13	Health Department	Clerk/Typist III	Administrative Assistant I (17)	Administrative Assistant II (14)	Deny	More than 50% of the Clerk/Typist III day to day job duties matched the Administrative Assistant I class spec. Not enough information was given to counter the strong evidence supporting the Administrative Assistant I placement.
14	Planning & Land Services	Property Analyst	Property Listing Specialist (13)	Engineering Technician (12)	Deny	Classification was properly placed. Plenty of room for growth financially and did not see enough justification to make a change. When comparing the updated position description to Property Listing Specialist spec, Human Resources found that the position does more than 50% of the duties listed in the classification.
15	Port and Resource Recovery	Account Clerk I	Account Clerk (16)	Financial Analyst (10)	Deny	Based on the job description and the justification provided HR recommends this position continue to be classified as Account Clerk. Although the job does include accounting and budgeting it is not to the level of the Financial Analyst.
16	Port and Resource Recovery	Clerk Typist II	Administrative Assistant I (17)	Administrative Assistant II (14)	Deny	Based on the job description and the justification provided HR recommends this position continue to be classified as Administrative Assistant I. The duties specified in the justification form fall within the scope of the current class spec.
17	Public Works	Assistant Superintendent Hwy	Hwy Operations Superintendent (9)	change grade to 8	Deny	Due to this class spec not being sent to market for review, a review of the internal equity analysis for this class spec was completed. With the market rate showing a grade 9 placement for those similar based on the internal equity it is the recommendation that the Highway Operations Superintendent stay in grade 9. No additional comparable data was provided with justification from department.
18	Public Works	Business Manager	Senior Financial Analyst (9)	Financial Supervisor (7)	Deny	Although this position does supervise 4 other positions those are not financial related positions such as other accountants as the class spec notes. This position is closely related to Senior Accountants which were also placed in the Senior Financial class spec. HR recommends this remain in the current classification. No additional comparable data was provided with justification from department.

19	Public Works	Engineering Manager	Engineering Services Manager (5)	change grade to 4	Deny	Due to this class spec not being sent to market for review, a review of the internal equity analysis for this class spec was completed. Others that scored out the same were sent to market for analysis which provided results with grade 5 placements. With the market rate showing a grade 5 placement for other same scoring it is the recommendation that the Engineering Services Manager stay in grade 5. Salary data was provided to HR but were from larger population counties: Milwaukee, Dane, and Waukesha, that data represents the positions are paid at what our Director range is.
20	Public Works	Engineering Technician II	Engineering Technician (12)	Want to create new spec of Senior Engineering Technician	Deny	The Engineering Technician class spec is not all-inclusive and therefore is made to encompass a range of technical and educational experience. Human Resources would not recommend creating a new class spec. No additional comparable data was provided with justification from department.
21	Public Works	Hwy Crew Blacksmith	Mechanic (13)	create new class Mechanic II	Deny	Justification only states more skills are required for job and no additional comparable data was provided with justification from department. Human resources does not recommend creating a new class spec and would recommend this position stay in the mechanic class spec.
22	Public Works	Hwy Crew Chief Mechanic	Mechanic (13)	create new class Mechanic II	Deny	Justification only states title should be changed and supervisory duties are added and no additional comparable data was provided with justification from department. This position is paid \$1.00/hr more than the mechanics as the chief. The range allows for such difference. Human Resources would not recommend creating a new class spec at an above grade from the mechanics to place this position in. It is recommended the class spec remain the same.
23	Public Works	Operations Manager	Hwy Operations Manager (6)	change to grade 5	Deny	Due to this class spec not being sent to market for review a review of the internal equity analysis for this class spec was completed. Others that scored out the same were sent to market for analysis which provided results with grade 6 placements. With the market rate showing a grade 6 placement for other same scoring it is the recommendation that the Highway Operations Manager stay in grade 6. No additional comparable data was provided with justification from department.
24	Public Works	Public Works Director	Director, Public Works (3)	change to grade 2	Deny	The Director of Public Works class spec was sent to market for review. Results indicate annual weighted salary of \$98,717 which is within the grade 3 pay range. Due to this analysis already done by the market survey Human Resources recommends this stay in pay grade 3. Also no additional comparable data was provided with justification from department.
25	Public Works	Senior Civil Engineer	Senior Civil Engineer (7)	change to grade 6	Deny	The Senior Civil Engineer class spec was sent to market for review. Results indicate annual weighted salary of \$69,514 which is within the grade 7 pay range. Due to this analysis already done by the market survey Human Resources recommends this stay in pay grade 7. Also no additional comparable data was provided with justification from department.

26	Public Works	Stockroom Coordinator	Operations Assistant (15)	Purchasing Specialist (10)	Deny	After review of the Purchasing Specialist classification and the Operations Assistant it is Human Resources recommendation to leave the Stockroom Coordinator in the Operations Assistant classification. The Purchasing Specialist classification is more complex in the contact and purchasing agreements administration and overall County procurement processes, therefore this classification would not fit the Stockroom Coordinator. Also no additional comparable data was provided with justification from department.
27	Public Works	Facility Manager	Planner (11)	Senior Planner (9)	Deny	Justification only states position has a lot more supervisory and financial responsibility and should be classified as a Senior Planner. No additional comparable data was provided with justification from department.
28	Public Works	Housekeeper I	Building Services Associate (20)	create new class Building Services Associate II	Deny	Human Resources agrees that the Housekeeper and Housekeeper I's should remain different positions but the classification in which they fall should remain the same as Building Services Associate. The training needed is different but the overall duties remain similar and fall within the given class spec. Also no additional comparable data was provided with justification from department.
29	Public Works	Housekeeper Lead	Building Services Associate (20)	create new class above	Deny	Justification only states position has more responsibility than housekeepers and no additional comparable data was provided with justification from department. This position is paid slightly more than the housekeepers as the lead. The range allows for such difference. Human Resources would not recommend creating a new class spec at an above grade from the building services associate to place this position in. It is recommended the class spec remain the same.
30	Public Works	Facility Technician	Maintenance Services Mechanic I (13)	Building Services Supervisor (11)	Deny	Justification only states position takes on greater job duties than that of maintenance service mechanic. Position is currently paid \$1.00 per hour as a lead worker. No additional comparable data was provided with justification from department.
31	Sheriff	Correctional Officers	Correctional Officer (13)	not in agreement with Study	Deny	Market research indicated a salary of \$47,029. When placed in the study grade 13 has a range of \$37,726 - \$56,589 with a midpoint of \$47,157. The department provided data but it was unclear if they are comparable to Brown County as some counties use sworn officers and Brown does not.
32	Sheriff	Corporals	Corrections Corporal (11)	Separate classifications	Deny	Corporal (Intake), Training Corporal fell into the same category for pay in the old contracts. The new study uses a classification to place like/similar positions into groups. The classification is not to be all inclusive. Based on the information provided and the previous contract information the HR department does not recommend looking at separating the Corporal's.
33	Sheriff	Records Specialist EMP	Administrative Assistant I (17)	Administrative Assistant II (14)	Deny	Review of the job description and the class spec, Human Resources determined this position was placed correctly. No additional data was provided with justification.
34	Sheriff	Property & Evidence Clerk III	Administrative Assistant II (14)	more specialist classification	Deny	Human Resources has reviewed the justification form along with the class spec and this position falls within the scope of the Administrative Assistant II class spec.

35	NEW Zoo	Administrative Secretary	Department Assistant (14)	Requestor wanted a higher pay grade but was unsure of what would be appropriate.	Deny	Reviewed job description to the Department Assistant class spec and found that it was a match. Met with the requestor and agreed that this position was properly placed. No changes needed.
36	Human Services	Economic Support Specialists I and II	Economic Support Specialists (16)	PG 15	Deny	Position sent to market. Deny.
37	Human Services	Human Services Supervisors (Behavioral Health Supervisor)	Human Services Supervisor (9)	PG 8	Deny	Position sent to market. Reason cited for proposing change is to attract and retain qualified employees in key positions.
38	Human Services - CTC	Hospital and Nursing Home Administrator	Human Services Administrator (4)	PG 3	Deny	This position was sent to market-based on analysis/ justification regarding the high amount of responsibility and the specialized education and credential required for the position, Director would like position moved to PG 3.
39	Human Services	Economic Support Supervisor	Economic Support Supervisor (11)	PG 10	Deny	Position properly placed based on job duties, experience level and education, as well as similarly placed positions.
40	Human Services	Lead Economic Support Specialist	Economic Support Specialists (16)	PG 12	Deny	The new plan eliminated the ESS Lead. The pay range for PG 16 is broad enough to allow lead pay be paid above ESS.
41	Human Services	Fraud Investigation Aide	Fraud Investigation Aide (16)	PG 15	Deny	The pay range for PG 16 is broad enough to allow slight pay increase for additional duties (not lead). Same as ESS in comp plan.
42	Human Services - CTC	Director of Nursing Home	Nursing Supervisor (7)	PG 6	Deny	Position sent to market. No change. Request to move by one pay grade (keep one pay grade below Director of Nursing (Hospital) due to lower educational requirements).
43	Human Services - CTC - Dietary	Food Service Worker	Food Service Associate (22)	PG 21	Deny	Properly placed, however this is a high turnover position & is difficult to fill. Suggest we obtain approval to bring in at market level when hiring to stay competitive.
44	Human Services - CTC Dietary	Nutritional Services Manager	Nutrition Services Coordinator (11)	PG 8	Deny	This position was sent to market. Deny request. Currently PG 22 in old plan (30.73-34.48). PG 11 in new plan is (20.97-31.46). Salary data shows proper placement.
45	Human Services	Children, Youth & Families Manager and Behavioral Health Manager	Human Services Manager (8)	PG 6	Deny	Position sent to market. Reason cited for proposing change is to attract and retain qualified employees in key positions.
46	Human Services - CTC	RN - Charge Nurse	Registered Nurse (9)	PG 8	Deny	We have the ability within PG 9 to pay higher lead pay (per hour increase) Currently all CTC RNS are either Staff RN or Charge Nurse . When any of them work lead, they get \$2 more per hour during those shifts. (All titles should be changed to Staff RN in Logos). Currently, there are 2 Campus Charge RNs . These 2 perform permanent Lead RN duties during their shifts with advanced duties .
47	Human Services - CTC Laboratory	Laboratory Services Manager	Clinical Lab Services Supervisor (11)	No Pay Grade listed	Deny	No change to education, leadership experience since PDQ/evaluation. Placed appropriately w/ other Supervisory staff -Shelter Care supervisors, Operations Supervisor, ESS Supervisor, Child Support Supervisor, Communication supervisor, etc. Entry to mid-level supervisors
48	Human Services - CTC - Outpatient	Health Information Services Manager	Health Information Services Coordinator (11)	PG 10	Deny	No change to education, leadership experience since PDQ/evaluation. Placed appropriately with other Supervisory personnel - Shelter Care supervisors, Clinical Lab Services Supervisor, Operations Supervisor, ESS Supervisor, Child Support Supervisor, Communication supervisor, etc. Entry to mid-level supervisors.
49	Human Services - Payee Services	Account Clerk III	Account Clerk (14)	Operations Assistant (15)	Deny	HR reviewed Clerk III class spec and deny moving the position.

50	Human Services	Director of Community Programs	Human Services Manager (8)	PG 5	Deny	Class Spec matches position duties. Only change to job desc is the addition of "minimum of 5 years" of successful senior level management. Director urges a change due to 1) placement in the same grade as HS Managers, which this position supervises AND 2) succession duties in the absence of HS Director.
51	Human Services	Purchasing Clerk	Administrative Assistant I (17)	Operations Assistant (15)	Deny	Placed appropriately with other Clerk III, Secretary III, Social Service Aide III , etc. Higher level clerical.
52	Human Services - CTC	MDS RN	Registered Nurse (9)	PG 8	Deny	We have the ability within PG 9 to pay higher MDS pay. Currently all CTC RNS are either Staff RN or Charge Nurse . When any of them work lead, they get \$2 more per hour during those shifts. All titles should be changed to Staff RN in Logos). Currently, there is 1 MDS RN . This MDS RN performs advanced RN duties.
53	Human Services - CTC - Dietary	Cook	Cook (19)	PG 18	Deny	No change to education, experience leadership experience since PDQ/evaluation. Placed appropriately.
54	Human Services- Shelter Care	Shelter Care Unit Supervisors	Shelter Care Supervisor (11)	PG 9	Deny	Placed appropriately with other Supervisory personnel - Operations Supervisor, ESS Supervisor, Child Support Supervisor, Communication supervisor, etc. Entry to mid-level supervisors . No change to education, experience leadership experience since PDQ/evaluation.

Class and Comp Reclassification Requests

Department	Position	Current Classification	Proposed/Requested Classification	HR Approve/Deny	Reason	Grade/Min/Mkt/Max/% of Mkt	Total Fiscal Impact	Total Fiscal Impact
1 Administration	Buyer	Operations Assistant (15)	change grade to 13	Approve to Department Assistant (14)	After review of the job description, class spec, and justification form it is the recommendation of the Human Resources Department to change this position to fall under the Department Assistant class spec. Review of the Administrative Assistant II class spec was completed and HR would not agree that this position would be categorized as such. There are also no classifications in grade 13 that would match.	15: \$15.69 \$19.61 \$23.53 113.7% 14: \$16.87 \$21.08 \$25.30 111.3% 13: \$18.14 \$22.67 \$27.21 103.5%	\$263	
2 Administration	Administrative Clerk	Administrative Assistant I (17)	Operations Assistant (15)	Deny	Updated position description duties fall within the Administrative Assistant I class spec. Justification included a wage comparable to a corporate training, no job description was attached and Human Resources would not agree with the two being comparable. Recommendation is to keep the classification as the study has.	17 \$13.57 \$16.96 \$20.35 106.3% 15 \$15.69 \$19.61 \$23.53 91.9%	\$806	
3 Administration	Accountant Supervisor	Senior Financial Analyst (9)	Financial Supervisor (7)	Deny	Human Resources has reviewed the class spec for Senior Financial Analyst and Financial Supervisor along with the position description and the Senior Financial Analyst is the correct spec. The spec does list that they plan, assign, review and evaluate work of support and other department personnel. This position reports to the Finance Manager which was placed in the Financial Supervisor class spec. It would not be recommended that this be placed in the same as the Finance Manager.	9 \$24.25 \$30.31 \$36.37 102.7% 7 \$28.03 \$35.04 \$42.05 88.8%	\$1,481	
4 Administration	Accountant II	Financial Analyst (10)	Senior Financial Analyst (9)	Deny	Review of the updated job description to the class spec of both the Financial Analyst and Senior Financial Analyst determined this position falls in line with the Financial Analyst class spec. Human Resources would recommend this position remain classified as such. No additional comparable data was provided with justification from department.	10 \$22.55 \$28.19 \$33.82 111.9% 9 \$24.25 \$30.31 \$36.37 104.1%	\$0	

Recd. from HR
1-7-16

Class and Comp Reclassification Requests

Department	Position	Current Classification	Proposed/Requested Classification	HR Approve/Deny	Reason	Grade/Min/Mkt/Max/% of Mkt	Total Fiscal Impact	Total Fiscal Impact
5 Administration	Finance Supervisor	Senior Financial Analyst (9)	Financial Supervisor (7)	Deny	Human Resources has reviewed the class spec for Senior Financial Analyst and Financial Supervisor along with the position description and the Senior Financial Analyst is the correct spec. The spec does list that they plan, assign, review and evaluate work of support and other department personnel. This position reports to the Finance Manager which was placed in the Financial Supervisor class spec. It would not be recommended that this be placed in the same as the Finance Manager.	9 \$24.25 \$30.31 \$36.37 93.2% 7 \$28.03 \$35.04 \$42.05 80.7%	\$0	\$0
6 Administration	Accountant	Financial Analyst (10)	Senior Financial Analyst (9)	Deny	Review of the updated job description to the class spec of both the Financial Analyst and Senior Financial Analyst determined this position falls in line with the financial analyst class spec. Human Resources would recommend this position remain classified as such.	10 \$22.55 \$28.19 \$33.82 96.1% 9 \$24.25 \$30.31 \$36.37 89.3%	\$0	\$0
7 Administration	Admin/Communications Coordinator	Administrative Assistant II (14)	change to classification in PG 13	Deny	Human Resources has reviewed the class specs, position descriptions and the justification form and based on that information it is the recommendation that this position remain in the Administrative Assistant II class spec.	14 \$16.87 \$21.08 \$25.30 100.6% 13 \$18.14 \$22.67 \$27.21 93.5%	\$525	\$525
8 Administration	Account Clerk I	Account Clerk (16)	Administrative Assistant II (14) or Operations Assistant (15)	Deny	Review of the position description along with the class spec for account clerk determined that they are closely aligned and many of the specific duties are outlined in the class spec. It is the recommendation of Human Resources to leave the classification as Account Clerk. Updated job description was attached to justification and title	16 \$14.59 \$18.24 \$21.88 98.7% 14 \$16.87 \$21.08 \$25.30 85.4%	\$403	\$403
9 Administration	Bookkeeper	Account Clerk (16)	Administrative Assistant II (14) or Operations Assistant (15)	Deny	Review of the position description along with the class spec for account clerk determined that they are closely aligned and many of the specific duties are outlined in the class spec. It is the recommendation of Human Resources to leave the classification as Account Clerk. Updated job description was attached to justification and title	16 \$14.59 \$18.24 \$21.88 113.3% 14 \$16.87 \$21.08 \$25.30 98.1%	\$223	\$223

Recd from HR
1-7-16

Class and Comp Reclassification Requests

Department	Position	Current Classification	Proposed/Requested Classification	HR Approve/Deny	Reason	Grade/Min/Mkt/Max/% of Mkt	Total Fiscal Impact	Total Fiscal Impact
10 Administration	Accounts Supervisor	Financial Analyst (10)	Senior Financial Analyst (9)	Deny	No updated job description was provided and justification did not have additional data. Human Resources reviewed the PDQ that was provided for this position along with the Financial Analyst class spec and this position would fall within the scope. Recommendation is to leave it as a Financial Analyst class spec.	10 \$22.55 \$28.19 \$33.82 92.7% 9 \$24.25 \$30.31 \$36.37 86.2%	\$0	
11 Administration	Senior Accountant	Senior Financial Analyst (9)	Financial Supervisor (7)	Deny	Human Resources has reviewed the job description and the class spec for the Senior Financial Analyst and would recommend that positions remain classified as Senior Financial Analyst and not Financial Supervisor.	9 \$24.25 \$30.31 \$36.37 97.9% 7 \$28.03 \$35.04 \$42.05 84.7% 9 \$24.25 \$30.31 \$36.37 96.9% 7 \$28.03 \$35.04 \$42.05 83.8% 9 \$24.25 \$30.31 \$36.37 97.9% 7 \$28.03 \$35.04 \$42.05 84.7%	\$2,126	
12 Administration	Finance Director	Finance Manager PG 5	Move to PG 4	Approve	Human Resources would agree that this position needs to be looked at as the comparable data used in determining the market rate were not truly comparable. At this time it would be recommended that this class spec be moved to grade 4.	5 \$32.41 \$40.52 \$48.62 105.7% 4 \$34.85 \$43.57 \$52.28 102.1%	\$1,076	
13 Administration	Finance Manager	Finance Supervisor PG 7	PG 5 - Finance Manager	Deny	This class spec was sent to market. Review of the position description and the class spec determined it was placed correctly. Human Resources would not recommend a move.	7 \$28.03 \$35.04 \$42.05 112.8% 5 \$32.41 \$40.52 \$48.62 97.6%	\$992	
14 Airport	Airport Administrative Manager	Department Assistant (14)	Operations Manager (8)	Approve to move to Supervisor	Approve move to PG 11 Operations Supervisor. No change in education, however they note that the ranking of Dept Asst (PG 14) has high school or GED vs. Bachelor's degree. They wish to change the experience requirement from 3 to 5 years. Position supervises 2 people. Functions as an Office Manager II or Administrative Supervisor. Airport is an Enterprise Fund-no tax dollars.	14 \$16.87 \$21.06 \$25.30 121.3% 11 \$20.97 \$26.21 \$31.46 97.4% 8 \$26.07 \$32.59 \$39.11 78.4%	\$908	\$2,820
15 Airport	Financial Specialist	Administrative Assistant II (14)	Financial Analyst (10)	Deny	Properly placed. Position previously in Courthouse contract. Slight change in education and experience. Compares duties to that of Treasurer's Financial Specialist.	14 \$16.87 \$21.06 \$25.30 110.2% 10 \$22.55 \$28.19 \$33.82 82.4%	\$1,123	

Recd from HR
1-7-16

Class and Comp Reclassification Requests

Department	Position	Current Classification	Proposed/Requested Classification	HR Approve/Deny	Reason	Grade/Min/Mkt/Max/% of Mkt	Total Fiscal Impact	Total Fiscal Impact
16 Circuit Courts	Chief Deputy Register in Probate	Legal Assistant (14)	Chief Deputy (12)	Approve to paralegal (13)	Although Chief Deputy Register in Probate does cover the office in the absence of the Register in Probate by statute this position cannot fill in for all job duties. Placing this position in the same classification as other Chief Deputies is not accurate as Chief Deputy positions in Treasurer, County Clerk, Register of Deeds are appointed and are able to cover the all elected officials duties in their absence. Register in Probate is the appointed position by the Courts and has those duties not the Chief Deputy. Would recommend moving to Paralegal class spec grade 13.	14 \$16.87 \$21.08 \$25.30 107.7% 13 \$18.14 \$22.67 \$27.21 100.1% 12 \$19.50 \$24.38 \$29.25 93.1%	\$525	\$1,075
17 Clerk of Courts	Accounting Technician	Account Clerk (16)	Administrative Assistant II (14)	Deny	Majority of time spent in the office doing the required day to day job duties are in line with the Account Clerk class spec (more than 50%). There are no changes recommended for this request.	16 \$14.59 \$18.24 \$21.88 109.4% 14 \$16.87 \$21.08 \$25.30 94.6%	\$1,450	
18 County Board	Administrative Secretary	Administrative Assistant II (14)	Request increase pay	Deny	This is a compensation increase request not a grade change request.	14 \$16.87 \$21.08 \$25.30 87.7%	\$0	
19 County Board	Secretary	Administrative Assistant (17)	PG 15 or PG 14	Deny	Education requirement is a high school diploma versus Admin. Sect. requires an associates degree. Due to educational differences recommendation is to leave in PG 17.	17 \$13.57 \$16.96 \$20.35 91.3% 15 \$15.69 \$19.61 \$23.53 78.9% 14 \$16.87 \$21.08 \$25.30 73.4%	\$461	\$2,555
20 Health Department	Clerk/Typist III	Administrative Assistant (17)	Administrative Assistant II (14)	Deny	More than 50% of the Clerk/Typist III day to day job duties matched the Administrative Assistant I class spec. Not enough information was given to counter the strong evidence supporting the Administrative Assistant I placement.	17 \$13.57 \$16.96 \$20.35 103.0% 14 \$16.87 \$21.08 \$25.30 82.9%	\$1,568	
21 Human Services	Office Manager II	Operations Assistant (15)	PG 10, 11 or 12 - Operations Supervisor PG 11	Approve to move to PG 14 Department Assistant. - Previously "partially" approved by HR. Effective 11/16/15, dept head requests PG 11, because he feels its the lowest level supervisor position and above positions being supervised by the person. (HR note: there are also Office Manager II employees in PG 14).	In Dec 2014, position was reclassified from Admin Sec to Office Mgr. II by adding some supervisory responsibilities & combining 2 positions. Supervises small clerical unit, provides confidential admin support to Director & Asst Director.	15 \$15.69 \$19.61 \$23.53 112.4% 14 \$16.87 \$21.08 \$25.30 104.7% 11 \$20.97 \$26.21 \$31.46 84.1%	\$1,051	

Recd from HR
1-7-16

Class and Comp Reclassification Requests

Department	Position	Current Classification	Proposed/Requested Classification	HR Approve/Deny	Reason	Grade/Min/Mkt/Max/% of Mkt	Total Fiscal Impact	Total Fiscal Impact
22 Human Services	Contracts and Provider Relations Manager	Operations Assistant (15)	No Specific request listed - PG 9 (CLASS SPEC/CATEGORY?)	Approve to move to PG 14. Originally did not propose classification and HR approved partial increase to PG 14. Department sent add'l data to move to PG 9	No change to education, experience leadership experience since PDQ/evaluation. This is the only position like this. No comparables. Reclass placed the position to Pay Grade 15. HR recommends moving position to Admin Asst II grade 14 based on duties. - Originally found no change to education, experience leadership experience since PDQ/evaluation and provided no comparables. Wipfli placed the position in Pay Grade 15, HR recommended moving it to Admin Asst II PG 14 based on duties. Resubmitted on 11/12/15 by Erik Pritzl with comparable job descriptions from Racine, Kenosha and LaCrosse Counties. Requesting PG 9.	15 \$14.59 \$18.24 \$21.88 89.6% 14 \$16.87 \$21.06 \$25.30 134.3% 9 \$24.25 \$30.31 \$36.37 93.3%	\$1,696	
23 Human Services	Economic Support Specialists I and II	Economic Support Specialists (16)	PG 15	Deny - 11/16/15 dept head requests placement in PG 15 because the avg salary for ESS in Oconto and Kewaunee is \$19,44. Midpoint in PG 16 is only \$18.24. Feels Brown County is not competitive with other counties in our consortium and region.	Position sent to market. Deny.	16 \$14.59 \$18.24 \$21.88 89.6% 15 \$15.69 \$19.61 \$23.53 83.3% 16 \$14.59 \$18.24 \$21.88 92.4% 15 \$15.69 \$19.61 \$23.53 86.0% 16 \$14.59 \$18.24 \$21.88 98.8% 15 \$15.69 \$19.61 \$23.53 91.9% 16 \$14.59 \$18.24 \$21.88 100.0% 15 \$15.69 \$19.61 \$23.53 93.0% 16 \$14.59 \$18.24 \$21.88 101.7% 15 \$15.69 \$19.61 \$23.53 94.6% 16 \$14.59 \$18.24 \$21.88 102.7% 15 \$15.69 \$19.61 \$23.53 95.6% 16 \$14.59 \$18.24 \$21.88 103.6% 15 \$15.69 \$19.61 \$23.53 96.3% 16 \$14.59 \$18.24 \$21.88 107.1% 15 \$15.69 \$19.61 \$23.53 99.6% 16 \$14.59 \$18.24 \$21.88 109.6% 15 \$15.69 \$19.61 \$23.53 101.9% 16 \$14.59 \$18.24 \$21.88 110.2% 15 \$15.69 \$19.61 \$23.53 102.5% 16 \$14.59 \$18.24 \$21.88 110.9% 15 \$15.69 \$19.61 \$23.53 103.1% 16 \$14.59 \$18.24 \$21.88 111.4% 15 \$15.69 \$19.61 \$23.53 103.6% 16 \$14.59 \$18.24 \$21.88 111.7%	\$16,601	

Recd from HR
1-7-16
11

Class and Comp Reclassification Requests

Department	Position	Current Classification	Proposed/Requested Classification	HR Approve/Deny	Reason	Grade/Min/Mkt/Max/% of Mkt	Total Fiscal Impact	Total Fiscal Impact
24 Human Services	Economic Support Supervisor	Economic Support Supervisor (11)	PG 10	Deny - 11/16/15 dept head requests placement in PG 10 to attract and retain qualified employees in key positions. Also revised position description requires that it is in line with consortium operations, including operating economic support programs collectively with increased responsibilities for oversight such as in the call center. Also, responsible for monitoring quality and performance to ensure state performance standards are met.	Position properly placed based on job duties, experience level and education, as well as similarly placed positions.	11 \$20.97 \$26.21 \$31.46 97.7% 10 \$22.55 \$28.19 \$33.82 90.3% 11 \$20.97 \$26.21 \$31.46 92.2% 10 \$22.55 \$28.19 \$33.82 85.7% 11 \$20.97 \$26.21 \$31.46 100.0% 10 \$22.55 \$28.19 \$33.82 93.0%	\$2,510	
25 Human Services	Lead Economic Support Specialist	Economic Support Specialists (16)	PG 12 - PG 15 (request one PG above ESS workers in PG 16)	Approve - Previous deny 11/16/2015 Position description upgraded to reflect this as an advanced position which leads and trains new staff, provides technical and programmatic guidance in complete policies to new and experienced staff.	The new plan eliminated the ESS Lead. The pay range for PG 16 is broad enough to allow lead pay be paid above ESS. - With increased responsibility reflected, propose to move to PG 15 to differentiate.	16 \$14.59 \$18.24 \$21.88 117.4% 15 \$15.69 \$19.61 \$23.53 119.7% 16 \$14.59 \$18.24 \$21.88 111.3% 15 \$15.69 \$19.61 \$23.53 111.3%	\$262	
26 Human Services	Fraud Investigation Aide	Fraud Investigation Aide (16)	PG 15	Deny - 11/16/15 dept head requests placement in PG 15 and compares the position to the Child Support Specialist position, which is in PG 15	The pay range for PG 16 is broad enough to allow slight pay increase for additional duties (not lead). Same as ESS in comp plan.	16 \$14.59 \$18.24 \$21.88 100.0% 15 \$15.69 \$19.61 \$23.53 93.0% 16 \$14.59 \$18.24 \$21.88 107.0% 15 \$15.69 \$19.61 \$23.53 99.5%	\$850	
27 Human Services	Children, Youth & Families Manager and Behavioral Health Manager	Human Services Manager (8)	PG 6 CLASS SPEC/ CATEGORY?	Approve to PG 7 Previously Deny - Update 11/16/15 - provided job announcement from Outagamie County for lower position of supervisor paid at higher level.	Position sent to market. Reason cited for proposing change is to attract and retain qualified employees in key positions. - Originally denied because position was sent to market. Reason cited for reclass was to attract and retain qualified employees. On 11/16/15, dept head stated that he continues to request that the Human Services Manager positions be moved to PG 6. Staff proposes that education required be BSW, MSW, LCSW, CSAC. Feels current job requirements do not reflect the need for licensure and clinical supervision necessary for management of behavioral health programs. Provided comparable position description from Outagamie County for Supervisor: Mental Health Svcs at \$67,859-\$85,502 per year (lower level position).	8 \$26.07 \$32.59 \$39.11 105.3% 6 \$30.14 \$37.68 \$45.22 91.1% 8 \$26.07 \$32.59 \$39.11 104.2% 6 \$30.14 \$37.68 \$45.22 90.2%	\$3,274	

Recd from HR
1-7-16
11

Class and Comp Reclassification Requests

Department	Position	Current Classification	Proposed/Requested Classification	HR Approve/Deny	Reason	Grade/Min/Mkt/Max/% of Mkt	Total Fiscal Impact	Total Fiscal Impact
28 Human Services	Director of Community Programs - (Dept head continues to push for title change to Deputy Director)	Human Services Manager (8)	PG 5	Approve to PG 5 previously Deny - Update 11/16/15 - provided comparables from Waukesha County, Outagamie County, Winnebago County. It is also placed in the same category as the positions it supervises	Class Spec matches position duties. Only change to job desc is the addition of "minimum of 5 years" of successful senior level management. Director urges a change due to 1) placement in the same grade as HS Managers, which this position supervises AND 2) succession duties in the absence of HS Director.	8 \$26.07 \$32.59 \$39.11 112.9% 6 \$30.14 \$37.68 \$45.22 97.7% 5 \$32.41 \$40.52 \$48.62 90.8%	\$885	\$1,744
29 Human Services	Purchasing Clerk	Administrative Assistant I (17)	Operations Assistant (15)	Deny	Placed appropriately with other Clerk III, Secretary III, Social Service Aide III, etc. Higher level clerical.	17 \$13.57 \$16.96 \$20.35 119.0% 15 \$15.69 \$19.61 \$23.53 102.9%	\$238	
30 Human Services	Economic Support Services Admin	Economic Support Services Coordinator (9)	PG 6	Approve to move to grade 8	It is recommended that this position be classified as a Human Services Manager in grade 8. Human Resources would recommend then deleting out the Economic Services Support Coordinator class spec as this was the only position in that classification. Department requests title change to Economic Support Services Manager	9 \$24.25 \$30.31 \$36.37 97.9% 8 \$26.07 \$32.59 \$39.11 91.0% 6 \$30.14 \$37.68 \$45.22 78.7%	\$716	\$1,864
31 Human Services	Human Services Supervisors (Social Work Supervisor)	Human Services Supervisor (9)	PG 8	Deny	Position sent to market. Reason cited for proposing change is to attract and retain qualified employees in key positions.	9 \$24.25 \$30.31 \$36.37 103.7% 8 \$26.07 \$32.59 \$39.11 96.5% 9 \$24.25 \$30.31 \$36.37 99.8% 8 \$26.07 \$32.59 \$39.11 92.8% 9 \$24.25 \$30.31 \$36.37 100.8% 8 \$26.07 \$32.59 \$39.11 93.7% 9 \$24.25 \$30.31 \$36.37 102.7% 8 \$26.07 \$32.59 \$39.11 95.5% 9 \$24.25 \$30.31 \$36.37 100.0% 8 \$26.07 \$32.59 \$39.11 93.0%	\$8,121	
32 Human Services - CTC	Director of Nursing Home	Nursing Supervisor (7)	PG 6	Deny	Position sent to market. No change. Request to move by one pay grade (keep one pay grade below Director of Nursing (Hospital)) due to lower educational requirements.	7 \$28.03 \$35.04 \$42.05 94.3% 6 \$30.14 \$37.66 \$45.22 87.8%	\$0	
33 Human Services - CTC	RN - Charge Nurse	Registered Nurse (9)	PG 8	Deny	We have the ability within PG 9 to pay higher lead pay (per hour increase) Currently all CTC RNs are either Staff RN or Charge Nurse. When any of them work lead, they get \$2 more per hour during those shifts. (All titles should be changed to Staff RN in Logos). Currently, there are 2 Campus Charge RNs. These 2 perform permanent Lead RN duties during their shifts with advanced duties.	9 \$24.25 \$30.31 \$36.37 83.9% 8 \$26.07 \$32.59 \$39.11 78.1% 9 \$24.25 \$30.31 \$36.37 84.8% 8 \$26.07 \$32.59 \$39.11 78.9% 9 \$24.25 \$30.31 \$36.37 87.6% 8 \$26.07 \$32.59 \$39.11 81.5% 9 \$24.25 \$30.31 \$36.37 91.3% 8 \$26.07 \$32.59 \$39.11 84.9% 9 \$24.25 \$30.31 \$36.37 95.7% 8 \$26.07 \$32.59 \$39.11 89.0%	\$20,983	

Recd from HR
1-7-16

Class and Comp Reclassification Requests

Department	Position	Current Classification	Proposed/Requested Classification	HR Approve/Deny	Reason	Grade/Min/Mkt/Max/% of Mkt	Total Fiscal Impact	Total Fiscal Impact
34 Human Services - CTC	CTP Worker	Human Services Support Specialist PG 17	PG 15 - CLASS SPEC/ CATEGORY?	Deny -- NEW 11/16/15. Was NOT appealed earlier, but dept. head feels these direct services staff are out of place in PG 17.	No change to education, experience since PQ/evaluation. Submitted on 11/12/15 by Erik Pritzi requesting PG 15. No comparables provided, but request suggests that CTP workers do not require a bachelors degree, but perform many of the same duties as a social worker/case manager (see form for details).	17 \$13.57 \$16.96 \$20.35 100.0% 15 \$15.69 \$19.61 \$23.53 86.5% 17 \$13.57 \$16.96 \$20.35 101.7% 15 \$15.69 \$19.61 \$23.53 88.0% 17 \$13.57 \$16.96 \$20.35 104.2% 15 \$15.69 \$19.61 \$23.53 90.2%	\$3,725	
35 Human Services - CTC	MDS RN	Registered Nurse (9)	PG 8	Deny	We have the ability within PG 9 to pay higher MDS pay. Currently all CTC RNS are either Staff RN or Charge Nurse. When any of them work lead, they get \$2 more per hour during those shifts. All titles should be changed to Staff RN in Logos. Currently, there is 1 MDS RN. This MDS RN performs advanced RN duties.	9 \$24.25 \$30.31 \$36.37 94.8% 8 \$26.07 \$32.59 \$39.11 88.1%	\$0	
36 Human Services - CTC	Hospital and Nursing Home Administrator	Human Services Administrator (4)	PG 3	Deny - Update 11/16/15 - provided comparables from Racine County, Outagamie County, Winnebago County.	This position was sent to market-based on analysis/ justification regarding the high amount of responsibility and the specialized education and credential required for the position. Director would like position moved to PG 3.	4 \$34.85 \$43.57 \$52.28 96.4% 3 \$37.48 \$46.84 \$56.21 89.7%	\$0	
37 Human Services - CTC - Dietary	Food Service Worker	Food Service Associate (22)	PG 21 - (or 20)	Approve to PG 21 previously Deny - Update 11/16/15 - Manager requests step increase to PG 21 (or 20) to provide retention and easier recruitment/hiring.	Properly placed, however this is a high turnover position & is difficult to fill. Suggest we obtain approval to bring in at market level when hiring to stay competitive. - Manager provides comparable wage data from Outagamie, Racine, Winnebago. Two of the comparables have a higher Max rate.	\$10.66 22 \$9.44 \$11.80 \$14.16 90.3% \$10.66 21 \$10.15 \$12.69 \$15.22 84.0% \$10.66 20 \$10.91 \$13.64 \$16.37 78.2% \$11.17 22 \$9.44 \$11.80 \$14.16 94.7% \$11.17 21 \$10.15 \$12.69 \$15.22 88.0% \$11.17 20 \$10.91 \$13.64 \$16.37 81.9% \$11.28 22 \$9.44 \$11.80 \$14.16 95.6% \$11.28 21 \$10.15 \$12.69 \$15.22 88.9% \$11.28 20 \$10.91 \$13.64 \$16.37 82.7% \$13.16 22 \$9.44 \$11.80 \$14.16 111.5% \$13.16 21 \$10.15 \$12.69 \$15.22 103.7% \$13.16 20 \$10.91 \$13.64 \$16.37 96.5% \$13.43 22 \$9.44 \$11.80 \$14.16 113.8% \$13.43 21 \$10.15 \$12.69 \$15.22 105.8% \$13.43 20 \$10.91 \$13.64 \$16.37 98.5% \$13.57 22 \$9.44 \$11.80 \$14.16 115.0% \$13.57 21 \$10.15 \$12.69 \$15.22 106.9% \$13.57 20 \$10.91 \$13.64 \$16.37 99.5% \$16.49 22 \$9.44 \$11.80 \$14.16 139.7% \$16.49 21 \$10.15 \$12.69 \$15.22 129.9% \$16.49 20 \$10.91 \$13.64 \$16.37 120.9%	\$1,399	

Recd from HR
1-7-16

Class and Comp Reclassification Requests

Department	Position	Current Classification	Proposed/Requested Classification	HR Approve/Deny	Reason	Grade/Min/Mkt/Max/% of Mkt	Total Fiscal Impact	Total Fiscal Impact
38 Human Services - CTC - Dietary	Cook	Cook (19)	PG 18	Approve previously Deny - Update 11/16/15 - Manager requests one step increase to PG 18 to provide retention and easier recruitment/hiring.	No change to education, experience leadership experience since PDQ/evaluation. Placed appropriately. - Manager provides comparable wage data from Outagamie, Racine, Winnebago, etc. These do not compel movement to higher pay grade.	19 \$11.73 \$14.67 \$17.60 121.1% 18 \$12.62 \$15.77 \$18.93 112.7% 19 \$11.73 \$14.67 \$17.60 121.1% 18 \$12.62 \$15.77 \$18.93 112.7%	\$558	
39 Human Services - CTC - Outpatient	Health Information Services Manager	Health Information Services Coordinator (11)	PG 10	Deny - UPDATE 11/16/15 - provided position descriptions/salary data from Winnebago Mental Health Institute and Waukesha County. Also wage data from American Health Information Mgmt Assoc. Dawn LaPlant also stressed that CTC's Inpatient psychiatric hospital makes the duties and responsibilities, as well as knowledge level, more complex.	No change to education, leadership experience since PDQ/evaluation. Placed appropriately with other Supervisory personnel - Shelter Care supervisors, Clinical Lab Services Supervisor, Operations Supervisor, ESS Supervisor, Child Support Supervisor, Communication supervisor, etc. Entry to mid-level supervisors.	11 \$20.97 \$26.21 \$31.46 106.9% 10 \$22.55 \$28.19 \$33.82 99.4%	\$668	
40 Human Services - CTC Dietary	Nutritional Services Manager	Nutrition Services Coordinator (11)	PG 8	Deny - Update 11/16/15 - provided position descriptions/salary data from Outagamie County and Winnebago County (both director level). Also industry wage info for director level. Data for Racine County Data is unavailable due to outsourcing to Sodexo. Staff indicates that if position is not re-classed, it may become a high turnover role resulting in more citations and fines.	This position was sent to market. Deny request. Currently PG 22 in old plan (30.73-34.48). PG 11 in new plan is (20.97-31.46). Salary data shows proper placement.	11 \$20.97 \$26.21 \$31.46 118.4% 8 \$26.07 \$32.59 \$39.11 95.2%	\$1,481	
41 Human Services - Payee Services	Account Clerk III	Account Clerk (16)	Operations Assistant (15)	Approve previously Deny - Update 11/16/15 - provided job announcement from Outagamie County for lower position of supervisor paid at higher level.	HR reviewed Clerk III class spec and deny moving the position. - For 2nd round appeal, supervisor and employee reviewed job description and identified higher level responsibilities of this lead worker position. No other comparables provided, but increased responsibilities warranting upgrade.	16 \$14.59 \$18.24 \$21.88 107.5% 15 \$15.69 \$19.61 \$23.53 100.0%	\$454	

Recd from HR
1-7-16

Class and Comp Reclassification Requests

Department	Position	Current Classification	Proposed/Requested Classification	HR Approve/Deny	Reason	Grade/Min/Mkt/Max/% of Mkt	Total Fiscal Impact	Total Fiscal Impact
43 Human Services-Behavioral Health	Behavioral Health Supervisor	Human Services Supervisors (9)	PG 7	Approve to grade 8 only	Position sent to market for analysis. Justification states that the licensures and credentials necessary, in addition to the internal equity issue of supervising positions in the same pay grade level, motivate their request to reclass. Human Resources would recommend creating a new class spec titled Clinical Services Supervisor and placing in grade 8	9 \$24.25 \$30.31 \$36.37 105.7% 8 \$26.07 \$32.59 \$39.11 98.3% 9 \$24.25 \$30.31 \$36.37 99.8% 8 \$26.07 \$32.59 \$39.11 92.8% 7 \$28.03 \$35.04 \$42.05 86.3% 9 \$24.25 \$30.31 \$36.37 99.8% 8 \$26.07 \$32.59 \$39.11 92.8% 7 \$28.03 \$35.04 \$42.05 86.3%	\$2,221	\$2,986
43 NEW Zoo	Administrative Secretary	Department Assistant (14)	Requestor wanted a higher pay grade but was unsure of what would be appropriate.	Deny	Reviewed job description to the Department Assistant class spec and found that it was a match. Met with the requestor and agreed that this position was properly placed. No changes needed.	14 \$16.87 \$21.08 \$25.30 80.4%	\$0	\$0
44 Planning & Land Services	GIS Technician	GIS & Database Analyst (13)	PG 11	Approve to grade 12 only	Recommend that the GIS & Database Analyst move from pay grade 13 to pay grade 12 based upon internal equity study. The GIS & Database Analyst, in comparison to similar classifications in the internal equity, was placed too low therefore moving the entire class spec to pay grade 12 would be more appropriate.	13 \$18.14 \$22.67 \$27.21 100.0% 12 \$19.50 \$24.38 \$29.25 93.0% 11 \$20.97 \$26.21 \$31.46 86.5%	\$549	\$549
45 Planning & Land Services	Property Analyst	Property Listing Specialist (13)	Engineering Technician (12)	Deny	Classification was properly placed. Plenty of room for growth financially and did not see enough justification to make a change. When comparing the updated position description to Property Listing Specialist spec, Human Resources found that the position does more than 50% of the duties listed in the classification.	13 \$18.14 \$22.67 \$27.21 110.8% 12 \$19.50 \$24.38 \$29.25 103.0% 13 \$18.14 \$22.67 \$27.21 110.8% 12 \$19.50 \$24.38 \$29.25 103.0%	\$0	\$0
46 Port & Resource Recovery	Resource Recovery Technician	Pay Grade 12	No specific job spec was proposed. Pay Grade 11	Deny	PD matches the Resource Recovery Specialist class spec- employee is requesting a pay increase, also thinks that the level of responsibility is in comparison to information Manager (pg 9) but felt pay grade 11 would close the gap slightly btwn the two. Discussion on pay increase would be suggested as opposed to changing the pay grade.	12 \$19.50 \$24.38 \$29.25 99.1% 11 \$20.97 \$26.21 \$31.46 92.2% 12 \$19.50 \$24.38 \$29.25 105.1% 11 \$20.97 \$26.21 \$31.46 97.7%	\$1,171	\$1,171
47 Port and Resource Recovery	Account Clerk I	Account Clerk (16)	Financial Analyst (10)	Deny	Based on the job description and the justification provided HR recommends this position continue to be classified as Account Clerk. Although the job does include accounting and budgeting it is not to the level of the Financial Analyst.	16 \$14.59 \$18.24 \$21.88 105.3% 10 \$22.55 \$28.19 \$33.82 68.1%	\$9,153	\$9,153

Recd from HR
1-7-14

Class and Comp Reclassification Requests

Department	Position	Current Classification	Proposed/Requested Classification	HR Approve/Deny	Reason	Grade/Min/Mkt/Max/% of Mkt	Total Fiscal Impact	Total Fiscal Impact
48 Port and Resource Recovery	Clerk Typist II	Administrative Assistant (17)	Administrative Assistant II (14)	Deny	Based on the job description and the justification provided HR recommends this position continue to be classified as Administrative Assistant I. The duties specified in the justification form fall within the scope of the current class spec.	17 \$13.57 \$16.96 \$20.35 88.5% 14 \$16.87 \$21.08 \$25.30 71.2%	\$4,588	
49 Public Works	Assistant Superintendent Hwy	Hwy Operations Superintendent (9)	change grade to 7	Deny	Due to this class spec not being sent to market for review, a review of the internal equity analysis for this class spec was completed. With the market rate showing a grade 9 placement for those similar based on the internal equity it is the recommendation that the Highway Operations Superintendent stay in grade 9. No additional comparable data was provided with justification from department.	9 \$24.25 \$30.31 \$36.37 106.8% 7 \$28.03 \$35.04 \$42.05 92.3% 9 \$24.25 \$30.31 \$36.37 100.0% 7 \$28.03 \$35.04 \$42.05 86.5%	\$5,376	
50 Public Works	Business Manager	Senior Financial Analyst (9)	Create new in PG 5	Deny	Although this position does supervise 4 other positions those are not financial related positions such as other accountants as the class spec notates. This position is closely related to Senior Accountants which were also placed in the Senior Financial class spec. HR recommends this remain in the current classification. No additional comparable data was provided with justification from department.	9 \$24.25 \$30.31 \$36.37 111.3% 5 \$32.41 \$40.52 \$48.62 83.2%	\$1,601	
51 Public Works	Engineering Manager	Engineering Services Manager (5)	change grade to 3	Deny	Due to this class spec not being sent to market for review, a review of the internal equity analysis for this class spec was completed. Others that scored out the same were sent to market for analysis which provided results with grade 5 placements. With the market rate showing a grade 5 placement for other same scoring it is the recommendation that the Engineering Services Manager stay in grade 5. Salary data was provided to HR but were from larger population counties: Milwaukee, Dane, and Waukesha, that data represents the positions are paid at what our Director range is.	5 \$32.41 \$40.52 \$48.62 91.7% 3 \$37.48 \$46.84 \$56.21 79.4%	\$765	

Recd from HR
1-7-16

Class and Comp Reclassification Requests

Department	Position	Current Classification	Proposed/Requested Classification	HR Approve/Deny	Reason	Grade/Min/Mkt/Max/% of Mkt	Total Fiscal Impact	Total Fiscal Impact
52 Public Works	Engineering Technician II	Engineering Technician (12)	Want to create new spec of Senior Engineering Technician (9)	Deny	The Engineering Technician class spec is not all-inclusive and therefore is made to encompass a range of technical and educational experience. Human Resources would not recommend creating a new class spec. No additional comparable data was provided with justification from department.	12 \$19.50 \$24.38 \$29.25 107.1% 9 \$24.25 \$30.31 \$36.37 86.2%	\$2,486	
53 Public Works	Hwy Crew Blacksmith	Mechanic (13)	create new class Mechanic II (11)	Deny	Justification only states more skills are required for job and no additional comparable data was provided with justification from department. Human Resources does not recommend creating a new class spec and would recommend this position stay in the mechanic class spec.	13 \$18.14 \$22.67 \$27.21 102.7% 11 \$20.97 \$26.21 \$31.46 88.8%	\$1,123	
54 Public Works	Hwy Crew Chief Mechanic	Mechanic (13)	create new class Mechanic II (11)	Deny	Justification only states title should be changed and supervisory duties are added and no additional comparable data was provided with justification from department. This position is paid \$1,00/hr more than the mechanics as the chief. The range allows for such difference. Human Resources would not recommend creating a new class spec at an above grade from the mechanics to place this position in. It is recommended the class spec remain the same.	13 \$18.14 \$22.67 \$27.21 107.1% 11 \$20.97 \$26.21 \$31.46 92.7%	\$1,171	
55 Public Works	Operations Manager	Hwy Operations Manager (6)	change to grade 5	Deny	Due to this class spec not being sent to market for review a review of the internal equity analysis for this class spec was completed. Others that scored out the same were sent to market for analysis which provided results with grade 6 placements. With the market rate showing a grade 6 placement for other same scoring it is the recommendation that the Highway Operations Manager stay in grade 6. No additional comparable data was provided with justification from department.	6 \$30.14 \$37.66 \$45.22 98.7% 5 \$32.41 \$40.52 \$48.62 91.7%	\$909	
56 Public Works	Public Works Director	Director, Public Works (3)	create grade 0	Deny	The Director of Public Works class spec was sent to market for review. Results indicate annual weighted salary of \$98,717 which is within the grade 3 pay range. Due to this analysis already done by the market survey Human Resources recommends this stay in pay grade 3. Also no additional comparable data was provided with justification from department.	3 \$37.48 \$46.84 \$56.21 103.5% 1 \$43.33 \$54.16 \$64.99 89.5%	\$2,310	

Recd from HR
1-7-14

Class and Comp Reclassification Requests

Department	Position	Current Classification	Proposed/Requested Classification	HR Approve/Deny	Reason	Grade/Min/Mkt/Max/% of Mkt	Total Fiscal Impact	Total Fiscal Impact
57 Public Works	Senior Civil Engineer	Senior Civil Engineer (7)	change to grade 6	Deny	The Senior Civil Engineer class spec was sent to market for review. Results indicate annual weighted salary of \$69,514 which is within the grade 7 pay range. Due to this analysis already done by the market survey Human Resources recommends this stay in pay grade 7. Also no additional comparable data was provided with justification from department.	7 \$28.03 \$35.04 \$42.05 87.3% 6 \$30.14 \$37.66 \$45.22 81.2% 7 \$28.03 \$35.04 \$42.05 95.2% 6 \$30.14 \$37.66 \$45.22 88.5%	\$0	
58 Public Works	Stockroom Coordinator	Operations Assistant (15)	Purchasing Specialist (10)	Deny	After review of the Purchasing Specialist classification and the Operations Assistant it is Human Resources recommendation to leave the Stockroom Coordinator in the Operations Assistant classification. The Purchasing Specialist classification is more complex in the contact and purchasing agreements administration and overall County procurement processes, therefore this classification would not fit the Stockroom Coordinator. Also no additional comparable data was provided with justification from department.	15 \$15.69 \$19.61 \$23.53 123.2% 10 \$22.55 \$28.19 \$33.82 85.7%	\$1,433	
59 Public Works	Facility Manager	Planner (11)	Senior Planner (9)	Deny	Justification only states position has a lot more supervisory and financial responsibility and should be classified as a Senior Planner. No additional comparable data was provided with justification from department.	11 \$20.97 \$26.21 \$31.46 105.8% 9 \$24.25 \$30.31 \$36.37 91.5%	\$1,314	
60 Public Works	Housekeeper I	Building Services Associate (20)	create new class Building Services Associate II (17)	Deny	Human Resources agrees that the Housekeeper and Housekeeper I's should remain different positions but the classification in which they fall should remain the same as Building Services Associate. The training needed is different but the overall duties remain similar and fall within the given class spec. Also no additional comparable data was provided with justification from department.	\$16.60 20 \$10.91 \$13.64 \$16.37 121.7% \$16.60 17 \$13.57 \$16.96 \$20.35 97.9% \$16.43 20 \$10.91 \$13.64 \$16.37 120.5% \$16.43 17 \$13.57 \$16.96 \$20.35 96.9% \$16.37 20 \$10.91 \$13.64 \$16.37 120.0% \$16.37 17 \$13.57 \$16.96 \$20.35 96.5%	\$5,078	

Recd from HR
1-7-16

Class and Comp Reclassification Requests

Department	Position	Current Classification	Proposed/Requested Classification	HR Approve/Deny	Reason	Grade/Min/Mkt/Max/% of Mkt	Total Fiscal Impact	Total Fiscal Impact
61 Public Works	Housekeeper Lead	Building Services Associate (20)	create new class above (17)	Deny	Justification only states position has more responsibility than housekeepers and no additional comparable data was provided with justification from department. This position is paid slightly more than the housekeepers as the lead. The range allows for such difference. Human Resources would not recommend creating a new class spec at an above grade from the building services associate to place this position in. It is recommended the class spec remain the same.	20 \$10.91 \$13.64 \$16.37 128.1% 17 \$13.57 \$16.96 \$20.35 103.0%	\$191	
62 Public Works	Facility Technician	Maintenance Services Mechanic (13)	(11)	Deny	Justification only states position takes on greater job duties than that of maintenance service mechanic. Position is currently paid \$1.00 per hour as a lead worker. No additional comparable data was provided with justification from department.	13 \$18.14 \$22.67 \$27.21 122.3% 11 \$20.97 \$26.21 \$31.46 105.8%	\$334	
63 Public Works	Housekeeping Manager	PG 11 - Operations Supervisor	requesting pay increase	Deny	This is a compensation increase request not a grade change request.	11 \$20.97 \$26.21 \$31.46 92.2%	\$0	
64 Public Works	Facility Engineer	Planner (11)	move to PG 8	Deny	Class spec is in line with internal equity analysis for Brown County. Comparable data provided to Human Resources was not enough to justify a pay grade move.	11 \$20.97 \$26.21 \$31.46 130.9% 8 \$26.07 \$32.59 \$39.11 105.3%	\$406	
65 Public Works	Facility Manager	Building Services Superintendent (8)	move to PG 6	Deny	Class spec is in line with internal equity analysis for Brown County. Comparable data provided to Human Resources was not enough to justify a pay grade move.	11 \$20.97 \$26.21 \$31.46 105.8% 6 \$30.14 \$37.68 \$45.22 73.6%	\$7,265	
66 Public Works	Highway Crew	Heavy Equipment Operator (14)	move to PG 13	Deny	Class spec went to market. Comparable data provided to Human Resources was not enough to justify a pay grade move.	14 \$16.87 \$21.08 \$25.30 108.0% 13 \$18.14 \$22.67 \$27.21 100.4% 14 \$16.87 \$21.08 \$25.30 109.6% 13 \$18.14 \$22.67 \$27.21 101.9%	\$36,368	
67 Public Works	Business Coordinator	Account Clerk (16)	move to PG 13	Deny	Class spec went to market. Comparable data provided to Human Resources was not enough to justify a pay grade move.	16 \$14.59 \$18.24 \$21.88 109.8% 13 \$18.14 \$22.67 \$27.21 88.4%	\$956	
68 Public Works	Bookkeeper	Account Clerk (16)	move to PG 13	Deny	Class spec went to market. Comparable data provided to Human Resources was not enough to justify a pay grade move.	16 \$14.59 \$18.24 \$21.88 98.1% 13 \$18.14 \$22.67 \$27.21 78.9%	\$1,028	
69 Public Works	Office Manager I	Department Assistant (14)	move to PG 13	Deny	Class spec is in line with internal equity analysis for Brown County. Comparable data provided to Human Resources was not enough to justify a pay grade move.	14 \$16.87 \$21.08 \$25.30 83.6% 13 \$18.14 \$22.67 \$27.21 77.8%	\$1,243	

Recd from HR
1-7-16

Class and Comp Reclassification Requests

Department	Position	Current Classification	Proposed/Requested Classification	HR Approve/Deny	Reason	Grade/Min/Mkt/Max/% of Mkt	Total Fiscal Impact	Total Fiscal Impact
70 Public Works	Civil Engineer	Civil Engineer (9)	Move to PG 8	Deny	Class spec is in line with internal equity analysis for Brown County. Comparable data provided to Human Resources was not enough to justify a pay grade move.	9 \$24.25 \$30.31 \$36.37 78.9% 8 \$26.07 \$32.59 \$39.11 73.4%	\$4,469	
71 Public Works	Fleet/Equip & Prod Manager	Fleet Superintendent (8)	Move to PG 5	Deny	Class spec is in line with internal equity analysis for Brown County. Comparable data provided to Human Resources was not enough to justify a pay grade move.	8 \$26.07 \$32.59 \$39.11 104.2% 5 \$32.41 \$40.52 \$48.62 83.8%	\$1,625	
72 Sheriff	Correctional Officers	Correctional Officer (13)	PG 11	Deny	Market research indicated a salary of \$47,029. When placed in the study grade 13 has a range of \$37,726 - \$56,589 with a midpoint of \$47,157.	\$19.11 13 \$18.14 \$22.67 \$27.21 84.3% \$19.11 11 \$20.97 \$26.21 \$31.46 72.9% \$20.01 13 \$18.14 \$22.67 \$27.21 88.2% \$20.01 11 \$20.97 \$26.21 \$31.46 76.3% \$20.47 13 \$18.14 \$22.67 \$27.21 90.3% \$20.47 11 \$20.97 \$26.21 \$31.46 78.1% \$20.68 13 \$18.14 \$22.67 \$27.21 91.2% \$20.68 11 \$20.97 \$26.21 \$31.46 78.9% \$21.13 13 \$18.14 \$22.67 \$27.21 93.2% \$21.13 11 \$20.97 \$26.21 \$31.46 80.6% \$21.50 13 \$18.14 \$22.67 \$27.21 94.8% \$21.50 11 \$20.97 \$26.21 \$31.46 82.0% \$22.73 13 \$18.14 \$22.67 \$27.21 100.3% \$22.73 11 \$20.97 \$26.21 \$31.46 86.7% \$23.80 13 \$18.14 \$22.67 \$27.21 105.0% \$23.80 11 \$20.97 \$26.21 \$31.46 90.8% \$24.62 13 \$18.14 \$22.67 \$27.21 108.6% \$24.62 11 \$20.97 \$26.21 \$31.46 93.9% 11 \$20.97 \$26.21 \$31.46	\$191,984	
73 Sheriff	Corporals	Corrections Corporal (11)	Separate classifications	Deny	Corporal (Intake), Training Corporal fell into the same category for pay in the old contracts. The new study uses a classification to place like/similar positions into groups. The classification is not to be all inclusive. Based on the information provided and the previous contract information the HR department does not recommend looking at separating the Corporal's.		\$0	
74 Sheriff	Records Specialist EMP	Administrative Assistant I (17)	Administrative Assistant II (14)	Deny	Review of the job description and the class spec; Human Resources determined this position was placed correctly. No additional data was provided with justification.	17 \$13.57 \$16.96 \$20.35 103.9% 14 \$16.87 \$21.08 \$25.30 83.6%	\$784	
75 Sheriff	Property & Evidence Clerk III	Administrative Assistant II (14)	more specialist classification	Deny	Human Resources has reviewed the justification form along with the class spec and this position falls within the scope of the Administrative Assistant II class spec.	14 \$16.87 \$21.08 \$25.30 82.9% 13 \$18.14 \$22.67 \$27.21 77.1%	\$1,546	

Recd from HR
1-7-16
11

Class and Comp Reclassification Requests

Department	Position	Current Classification	Proposed/Requested Classification	HR Approve/Deny	Reason	Grade/Min/Mkt/Max/% of Mkt	Total Fiscal Impact	Total Fiscal Impact
76 Sheriff	Juvenile Superintendent	Corrections Corporal (11)	PG 6	Deny	Communication from Chief Deputy states would not be in agreement of a change to separate Corporals, HR would stand by reason to deny.	11 \$20.97 \$26.21 \$31.46 96.1% 6 \$30.14 \$37.68 \$45.22 66.9%	\$12,164	
77 Sheriff	Training Corporal	Corrections Corporal (11)	wants to create new pay system	Deny	Requesting a new pay scale	11 \$20.97 \$26.21 \$31.46 96.1%	\$0	
78 Sheriff	Housing (Lance) Corporal	Corrections Corporal (11)	PG 9	Deny		11 \$20.97 \$26.21 \$31.46 95.1% 9 \$24.25 \$30.31 \$36.37 82.2%	\$0	
79 Sheriff	Intake Corporal	Corrections Corporal (11)	wants to create new pay system	Deny	Requesting a new pay scale	11 \$20.97 \$26.21 \$31.46 96.1%	\$0	
80 Sheriff	Lead Garage Mechanic	Mechanic (13)	wants to create a new class spec of Lead Mechanic	Deny		13 \$18.14 \$22.67 \$27.21 108.7% 12 \$19.50 \$24.38 \$29.25 101.1%	\$597	
81 Technology Services	Enterprise Applications Manager	Applications Supervisor (PG 8)	7-TBD	Approve	Position is the only Applications Supervisor within the county, recommend that we move the entire class spec up into pay grade 7 based on internal equity and how the position was scored out. It was determined that the position originally should have been placed in pay grade 7. Scored out in 7 but placed in 8.	8 \$26.07 \$32.59 \$39.11 110.0% 7 \$28.03 \$35.04 \$42.05 102.3%	\$860	
82 Technology Services	Enterprise Technology Project Manager	Project Manager (PG 9)	8-TBD	Deny	HR reviewed and recommends it is placed well into the assigned class spec, therefore no change is necessary.	9 \$24.25 \$30.31 \$36.37 104.9% 8 \$26.07 \$32.59 \$39.11 97.5%	\$765	
83 Technology Services	SharePoint Administrator-Developer	Network Architect (PG 7)	6- TBD	Deny	This position was brought to market. Further, this position was analyzed and the pay grade was determined based upon the findings within the class and compensation study.	7 \$28.03 \$35.04 \$42.05 102.0% 6 \$30.14 \$37.68 \$45.22 94.9%	\$860	
84 Technology Services	Enterprise Systems Analyst III	Programmer (PG 12)	10- Create new class spec, Programmer III within PG.	Deny	This position does not currently exist. Department anticipates adding the position in 2016. Pay grade & class spec can be determined at the time of the Table of Organization change.		\$0	

Recd from HR
1-7-16

11

Class and Comp Reclassification Requests

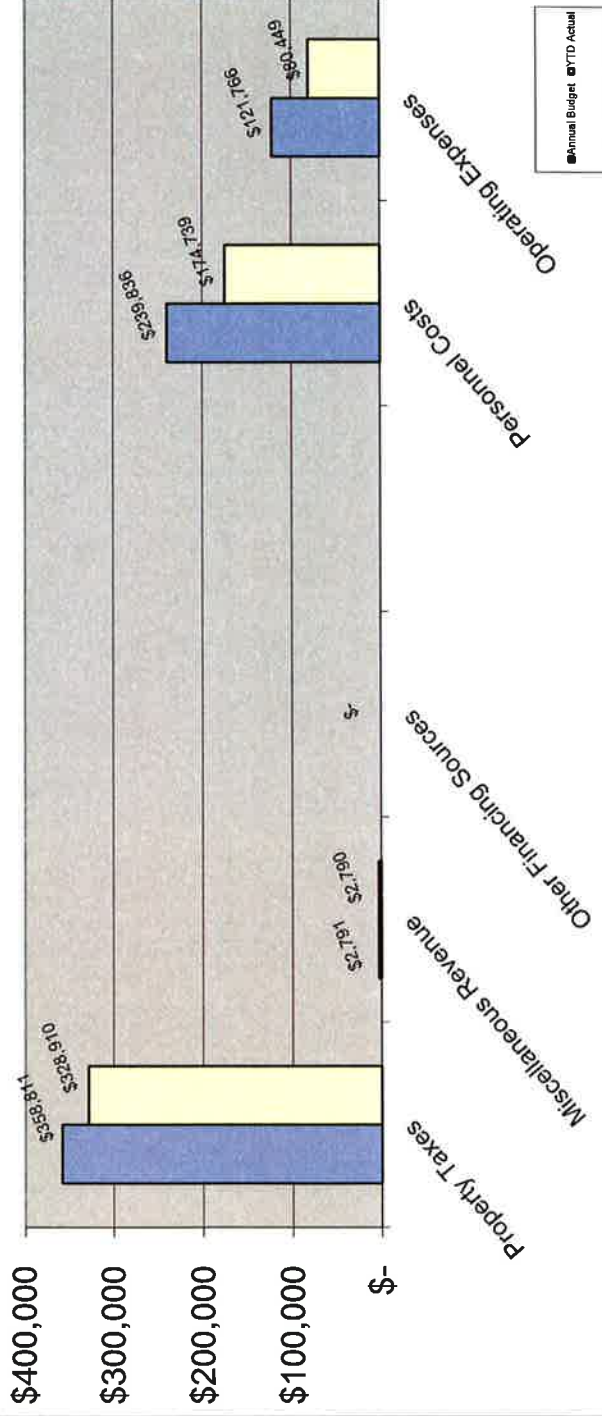
Department	Position	Current Classification	Proposed/Requested Classification	HR Approve/Deny	Reason	Grade/Min/Mkt/Max/% of Mkt	Total Fiscal Impact	Total Fiscal Impact
85 Technology Services	Enterprise Systems Analyst II	Programmer (PG 12)	11-Create new class spec, Programmer II within PG.	Deny	When the department was looking at doing a TO change, the data that was found showed that the current range is comparable to the market.	12 \$19.50 \$24.38 \$29.25 126.8% 11 \$20.97 \$26.21 \$31.46 117.9% 12 \$19.50 \$24.38 \$29.25 113.7% 11 \$20.97 \$26.21 \$31.46 105.8% 12 \$19.50 \$24.38 \$29.25 116.0% 11 \$20.97 \$26.21 \$31.46 107.9% 12 \$19.50 \$24.38 \$29.25 123.5% 11 \$20.97 \$26.21 \$31.46 114.8% 12 \$19.50 \$24.38 \$29.25 100.0% 11 \$20.97 \$26.21 \$31.46 93.0% 12 \$19.50 \$24.38 \$29.25 114.8% 11 \$20.97 \$26.21 \$31.46 106.8%	\$2,461	
86 Technology Services	Enterprise Systems Analyst I	Network Support Clerk (PG 14)	13-create Programmer I class spec within PG.	Approve	During the class and comp study in 2014, the Network Support Clerk and the Network Support Specialist scored similar in points based on internal equity but they were placed in separate pay grades. HR would recommend placing the ESA I in the Network Support Specialist class spec as the position better relates to this class spec.	14 \$16.87 \$21.08 \$25.30 82.9% 13 \$18.14 \$22.67 \$27.21 77.1%	\$1,649	
87 Technology Services	Document Center Specialist	Administrative Assistant I (PG 17)	16-TBD	Deny	Reviewed job description and compared it to the Administrative Assistant I class spec. Determined that the position was appropriately placed within the class spec.	17 \$13.57 \$16.96 \$20.35 103.4% 16 \$14.59 \$18.24 \$21.88 96.2%	\$837	
88 Technology Services	Enterprise Unified Communication Engineer	Data Telecommunications Specialist (PG 13)	11- TBD	Approve to Programmer 12	Independent study by Analyst determined that the position was incorrectly placed within pay grade 13. HR recommends moving position to pay grade 12 to better reflect the average earnings of similar positions within the area.	13 \$18.14 \$22.67 \$27.21 136.3% 12 \$19.50 \$24.38 \$29.25 126.8% 11 \$20.97 \$26.21 \$31.46 117.9%	\$382	
89 Technology Services	Enterprise Server Engineer	Programmer (PG 12)	11-TBD	Deny	When the department was looking at doing a TO change, the data that was found showed that the current range is comparable to the market. (This can be looked at in the plan as we move forward. If the board chooses to move everyone up one pay grade, HR would recommend that this position be included in the change).	12 \$19.50 \$24.38 \$29.25 117.1% 11 \$20.97 \$26.21 \$31.46 108.9% 12 \$19.50 \$24.38 \$29.25 117.1% 11 \$20.97 \$26.21 \$31.46 108.9%	\$0	
90 Technology Services	Document Center Manager	Administrative Assistant II (PG 14)	13- TBD	Deny	Reviewed job description and compared it to the Administrative Assistant II class spec. Determined that the position was appropriately placed within the class spec.	14 \$16.87 \$21.08 \$25.30 98.1% 13 \$18.14 \$22.67 \$27.21 91.2%	\$502	

Recd from HR
1-7-16

**Brown County Executive
Budget Status Report (Unaudited)
11/30/15**

	Annual Budget	YTD Actual	YTD Percentage	Comments:
Property Taxes	\$ 358,811	\$ 328,910	91.7%	
Miscellaneous Revenue	\$ 2,791	\$ 2,790	100.0%	
Other Financing Sources	\$ -	\$ -	#DIV/0!	
Personnel Costs	\$ 239,836	\$ 174,739	72.9%	
Operating Expenses	\$ 121,766	\$ 80,449	66.1%	

Executive - November 30, 2015





Budget by Account Classification

Through 11/30/15
Prior Fiscal Year Activity Included
Summary Listing

Account Classification	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	Encumbrances	YTD Transactions	Budget - YTD Transactions	% used/ Rec'd	Prior Year Total
Fund 100 - GF									
REVENUE									
Property taxes	358,811.00	.00	358,811.00	29,900.92	.00	328,910.12	29,900.88	92	362,044.00
Miscellaneous Revenue	.00	2,791.00	2,791.00	.00	.00	2,790.31	.69	100	.00
Other Financing Sources	.00	.00	.00	.00	.00	.00	.00	+++	.00
REVENUE TOTALS	\$358,811.00	\$2,791.00	\$361,602.00	\$29,900.92	\$0.00	\$331,700.43	\$29,901.57	92%	\$362,044.00
EXPENSE									
Personnel Costs	259,836.00	(20,000.00)	239,836.00	18,162.26	.00	174,739.10	65,096.90	73	218,759.91
Operating Expenses	98,975.00	22,791.00	121,766.00	1,308.34	.00	80,449.14	41,316.86	66	93,685.09
EXPENSE TOTALS	\$358,811.00	\$2,791.00	\$361,602.00	\$19,470.60	\$0.00	\$255,188.24	\$106,413.76	71%	\$312,445.00
Fund 100 - GF Totals									
REVENUE TOTALS	358,811.00	2,791.00	361,602.00	29,900.92	.00	331,700.43	29,901.57	92	362,044.00
EXPENSE TOTALS	358,811.00	2,791.00	361,602.00	19,470.60	.00	255,188.24	106,413.76	71	312,445.00
Fund 100 - GF Totals	\$0.00	\$0.00	\$0.00	\$10,430.32	\$0.00	\$76,512.19	(\$76,512.19)		\$49,599.00
Grand Totals									
REVENUE TOTALS	358,811.00	2,791.00	361,602.00	29,900.92	.00	331,700.43	29,901.57	92	362,044.00
EXPENSE TOTALS	358,811.00	2,791.00	361,602.00	19,470.60	.00	255,188.24	106,413.76	71	312,445.00
Grand Totals	\$0.00	\$0.00	\$0.00	\$10,430.32	\$0.00	\$76,512.19	(\$76,512.19)		\$49,599.00

2a

**Brown County Board of Supervisors
Internal Audit**

Budget Status Report (Unaudited)

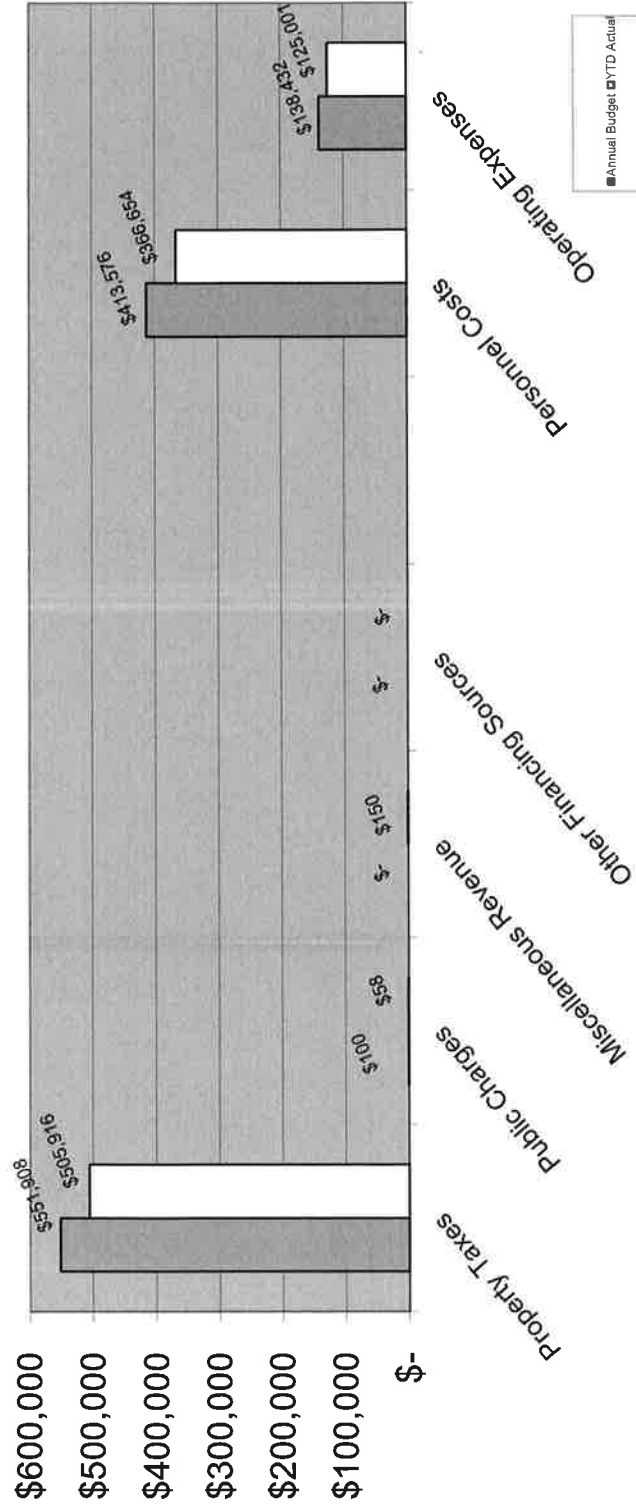
11/30/15

	Annual Budget	YTD Actual	YTD Percentage	Comments:
Property Taxes	\$ 551,908	\$ 505,916	91.7%	
Public Charges	\$ 100	\$ 58	57.8%	(1)
Miscellaneous Revenue	\$ -	\$ 150	#DIV/0!	(2)
Other Financing Sources	\$ -	\$ -	#DIV/0!	
Personnel Costs	\$ 413,576	\$ 366,654	88.7%	
Operating Expenses	\$ 138,432	\$ 125,001	90.3%	(3)

Comments:

- (1) Public Charges - This represents promotional items sold to benefit Veterans' via the Veterans' Recognition Subcommittee.
- (2) Miscellaneous Revenue - This represents a donation received to benefit Veterans' via the Veterans' Recognition Subcommittee.
- (3) Operating Expenses - YTD Actual includes \$27,688 paid to WCA and \$4,960 paid to NACo for dues and membership fees. However, the \$27,688 payment to WCA is being amortized over 12 months or approximately \$2,300 per month. In addition, YTD Actual includes \$73,300 paid to Schenck for audit fees.

Board of Supervisors - November 30, 2015





Budget by Account Classification

Through 11/30/15
Prior Fiscal Year Activity Included
Summary Listing

Account Classification	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	Encumbrances	YTD Transactions	Budget - YTD Transactions	% used/	Prior Year Total
Fund 100 - GF									
REVENUE									
Property taxes	551,908.00	.00	551,908.00 ✓	45,992.33	.00	505,915.63 ✓	45,992.37	92 ✓	552,067.00
Public Charges	100.00	.00	100.00 ✓	.00	.00	57.82 ✓	42.18	58 ✓	134.52
Miscellaneous Revenue	.00	.00	.00	.00	.00	150.00 ✓	(150.00)	+++	422.00
Other Financing Sources	.00	.00	.00	.00	.00	.00	.00	+++	2,744.90
REVENUE TOTALS	\$552,008.00	\$0.00	\$552,008.00	\$45,992.33	\$0.00	\$506,123.45	\$45,884.55	92%	\$555,368.42
EXPENSE									
Personnel Costs	413,576.00	.00	413,576.00 ✓	32,036.29	.00	366,654.17 ✓	46,921.83	89 ✓	417,038.14
Operating Expenses	138,432.00	.00	138,432.00 ✓	6,630.59	.00	125,001.24 ✓	13,430.76	90 ✓	133,015.52
EXPENSE TOTALS	\$552,008.00	\$0.00	\$552,008.00	\$38,666.88	\$0.00	\$491,655.41	\$60,352.59	89%	\$550,053.66
Fund 100 - GF Totals									
REVENUE TOTALS	552,008.00	.00	552,008.00	45,992.33	.00	506,123.45	45,884.55	92	555,368.42
EXPENSE TOTALS	552,008.00	.00	552,008.00	38,666.88	.00	491,655.41	60,352.59	89	550,053.66
Fund 100 - GF Totals	\$0.00	\$0.00	\$0.00	\$7,325.45	\$0.00	\$14,468.04	(\$14,468.04)		\$5,314.76
Grand Totals									
REVENUE TOTALS	552,008.00	.00	552,008.00	45,992.33	.00	506,123.45	45,884.55	92	555,368.42
EXPENSE TOTALS	552,008.00	.00	552,008.00	38,666.88	.00	491,655.41	60,352.59	89	550,053.66
Grand Totals	\$0.00	\$0.00	\$0.00	\$7,325.45	\$0.00	\$14,468.04	(\$14,468.04)		\$5,314.76

13a

BOARD OF SUPERVISORS

Brown County



305 E. WALNUT STREET
P. O. BOX 23600

GREEN BAY, WISCONSIN 54305-3600

Phone (920) 448-4014 Fax (920) 448-6221

E-mail: process_dj@co.brown.wi.us

DAN PROCESS
INTERNAL AUDITOR

Date: January 4, 2016

To: Executive Committee

From: Dan Process, Internal Auditor

Re: Monthly Status Update (December 1 – December 31, 2016)

Listed below is a summary of the projects, duties and other miscellaneous activities completed or in-progress for the period indicated.

1. Projects
 - a. In-progress: Monetary Receipts, Disbursements and Deposit Review - Treasurer
 - b. In-progress: Assist the Clerk of Courts in the review of related revenue and expense accounts
2. Standard Monthly Duties
 - a. Review of the Clerk of Courts monthly bank reconciliation
 - b. Review of the County Board's monthly financial statements
 - c. Preparation and review of the monthly Bills over \$5,000 Report
3. Other Miscellaneous Activities
 - a. Completed: Audit Follow-Up
 - i. Internal (Attachment A)
 1. Administration
 - a. Issues Extended – Two (2)
 2. NEW ZOO
 - a. Issues Closed – Three (3)
 - b. Issue Extended – One (1)
 - ii. External (Attachment B)
 1. Human Resources/Administration
 - a. Issue Extended – One (1)
 2. Community Programs
 - a. Issue Extended – One (1)
 - b. Inquiries/Questions from Board Supervisor's/Department Head's
 - c. Open Records Requests (1)

If you have any questions regarding this information, please contact me at your convenience.

Thank you.

13b

**Brown County Board of Supervisors
Internal Audit
Audit Follow-Up (Internal Audit)
As of December 31, 2015**

Attachment A

Source	Issue	Recommendation	Responsible Area	Management Response	Updated Management Response / Follow-Up Performed	Next Follow-Up Date
Brown County Golf Course Contractual Requirements Audit (Golf Professional Services and Food & Beverage Service)	Insurance documents obtained by the County to support contractual requirements were absent or inadequate.	Management should develop and implement procedures to ensure that all required insurance coverages are obtained from third parties and reviewed for compliance. This practice will help to reduce any potential risk to the County for non-compliance. In addition, compliance should be maintained throughout the contract term and periodically verified.	Administration	<p>Management agrees with the recommendation. Administration will not close any awarded contract unless a compliant certificate of insurance has been received. Purchasing solicitation templates have been updated to include the following language: Awarded vendor is required to provide a certificate of insurance within three (3) business days of receiving the "Intent to Award" notice. Certificates of insurance are required to be valid and provided annually to Brown County Administration, 305 E. Walnut Street, PO Box 23600, Green Bay, WI 54305-3600 or emailed to BC_Administration_Purchasing@co.brown.wi.us throughout the contract term. The professional and non-professional services contract templates have been updated to include the following language: Certificates of insurance are required to be valid and provided annually to Brown County Administration, 305 E. Walnut Street, PO Box 23600, Green Bay, WI 54305-3600 or emailed to BC_Administration_Purchasing@co.brown.wi.us throughout the contract term. Administration will maintain a Vendor Certificate of Insurance Using Excel spreadsheet with vendor name, insurance effective and expiration dates, coverage limits, etc. If certificates are not received timely, Administration staff will contact the vendor for an updated compliant certificate. Administration will train County staff on Administrative Policy A-5 Purchasing requirement that County departments "Obtain Certificates of Insurance (if one is not already on file) from any vendor performing a service on County property for purchases less than \$10,000." The training will take place by quarterly emails issued to Logos purchasing enters and approvers and in the Purchasing 101 curriculum. Targeted Implementation Date: December 31, 2015</p>	<p>Compliance with the requirement to obtain a certificate of insurance when the vendor will have a physical presence at a County facility needs additional improvement. An audit by Administration of purchase orders for less than \$10,000 by departments where a vendor had a physical presence indicated a significant number of departments either 1) did not request a certificate prior to issuing the purchase order or 2) requested and received the certificate but did not provide a copy to Administration. Additional education and follow-up is necessary. The Purchasing 101 course was offered in 2015 with less than 20 in attendance. In 2016, the Purchasing 101 course will be available on YouTube. This will be required training for purchase order enters, approvers and department heads. Each will need to provide an acknowledgment that they completed the training and understand the requirement. The expectation of obtaining a certificate of insurance will be added to and highlighted in the Logos PO enter and approver training offered throughout the year as new employees are hired or employees take on additional responsibilities. This is normally hands on training but it may be beneficial to have this training on YouTube as well for refresher training. Administration will send out emails at least quarterly specifically dealing with this requirement, provide information on where the current list of certificates can be viewed and indicate a purchase order should not be sent to the vendor unless a compliant certificate has been received. The requirement is included in the PO Terms and Conditions available online. Revised implementation date: 06/30/16</p>	06/30/16

**Brown County Board of Supervisors
Internal Audit
Audit Follow-Up (Internal Audit)
As of December 31, 2015**

Attachment A

Source	Issue	Recommendation	Responsible Area	Management Response	Updated Management Response / Follow-Up Performed	Next Follow-Up Date
Brown County Golf Course Contractual Requirements Audit (Golf Professional Services and Food & Beverage Service)	A small number of purchases made by the County included sales tax.	Management should develop and implement a procedure to ensure that purchases are reviewed, prior to payment, for potential sales tax charges. In addition, if exceptions are later identified, steps should be taken to recover any sales tax paid.	Administration	<p>Management agrees with the recommendation. Administrative Policy A-11 Purchasing Card states: All purchases from Wisconsin vendors are exempt from Wisconsin sales tax (some out-of-state vendors will honor the Wisconsin tax exempt status as well). It is the cardholder's responsibility to ensure that tax is not charged on these purchases. The County's Tax Exempt ID number is printed on the bottom of each P-Card, and the cardholder must notify the vendor when making a purchase that the County is a tax exempt entity.</p> <p>Administration will train County staff on Administrative Policy A-11 Purchasing Card on the requirement that P-Card holders are responsible to ensure that tax is not charged on Wisconsin purchases. If a Wisconsin vendor charges sales tax, it is the cardholder's responsibility to request the vendor remove the taxes charged on the P-Card purchase. If needed, a Sales Tax Exemption Certificate is available on the Purchasing Intranet site.</p> <p>The training will take place by emails issued quarterly to P-Card holders and approvers and in the Purchasing 101 curriculum. Cardholders will be instructed to indicate in the "Expense Description Field" in the J.P. Morgan Chase website that the purchase including tax resulted in an overall savings to the County. This would not relieve the cardholder from the duty to request a credit; unless the tax paid was immaterial. Targeted Implementation Date: December 31, 2015</p>	<p>A new feature within Chase Smart Data Online allows the P-Card holder and approver during their review process to verify whether or not tax was charged on the purchase. Updated work instructions are available on the intranet. The P-Card holder is instructed to contact Wisconsin vendors and request a credit. A sales tax exemption form is available online to provide to the vendor. In addition, Accounts Payable reviews P-Card statements monthly and forwards any statement with issues to Administration for follow-up. Administration contacts the P-Card holder and provides instructions on proper procedures. P-Card training is provided to the P-Card holders and approvers addresses the sales tax issue. P-Card training is hands-on. Offering this training on YouTube as a refresher is a goal for 2016. Revised implementation date: 06/30/16</p>	06/30/16

13b

**Brown County Board of Supervisors
Internal Audit
Audit Follow-Up (Internal Audit)
As of December 31, 2015**

Attachment A

Source	Issue	Recommendation	Responsible Area	Management Response	Updated Management Response / Follow-Up Performed	Next Follow-Up Date
Safe Verification Log	Excess cash, within the Zoo's Safe, exists and is above the Zoo's designated Safe balance. In addition, this "separate" fund was allowed to fluctuate on a regular basis	Management should ensure that designated Safe balances are maintained and complied with. If a variance is identified during the daily reconciling process, steps should be taken to investigate and resolve all differences. However, at no time should the Safe balance be adjusted to reflect this difference. Rather, this difference should be noted within the overage/shortage account on the daily balancing worksheet. To support all variance investigations performed, adequate documentation should be retained. <i>Note: Zoo management should also work with Administration to address and correct the current Safe variance.</i>	NEW Zoo	Zoo management agrees with recommendation. The Operations Manager has contacted County officials (Administration - January 2015) requesting instructions on how to proceed with the existing safe coverage and is awaiting further instructions. In addition, investigations have been completed when issues have arisen regarding safe balances, but no documentation was required in the Cash Handling Policy, nor was there a requirement to save the documents. The Zoo's bill and coin counting machines can fluctuate on the same cash count, which means it is not unheard of to run cash through 3, 4, 5 times to get an accurate count. Due to cost, we have only paid for recalibrating when necessary, but will be signing a maintenance agreement whereby each machine will be cleaned, recalibrated and maintained on a yearly basis. Surveillance equipment was installed in the Visitors Center by Technology Services (TS) on July 28, 2015. This gives us the ability, at any time, to view cash handling activities at all cash registers as well as in the Visitor Center office from the desks of the Zoo Director and Operations Manager. Playback capabilities from our desktops are also possible. The Operations Manager requested a location change of the Visitor Center office camera when new equipment was installed. The old system had a view of the back of the open safe door; now a wider view of staff in the office, as well as the open safe door, allows all safe transactions to be viewed as they take place. The Operations Manager has created an Internal Investigation Form that will be filled out and placed in the Daily Worksheet envelope when an investigation has been completed. Investigations will include: date of investigation, investigator signature, date investigation completed, whose drawer or what is in question, who created the deposit, who verified the safe, who verified the deposit, any surveillance review performed, an overview of interviews of all individuals involved, any other details discovered, as well as an overview of findings. Targeted implementation date: September 3, 2015	12/15/15 Update: Excess funds were removed from the Safe and recorded within the Zoo Charges and Fees on October 30, 2015. In addition, the Operations Manager periodically (and without advance notice) counts the safe to verify the amount. Documentation provided by the Zoo supports management's response. Issue considered closed.	Closed
Safe Verification Log	Dual control over Safe verification was not determinable on a number of days via the Safe Verification Log	Management should implement procedures to identify and follow-up on all incidents in which dual control over Safe verification is not maintained. Such procedures should include the viewing of video surveillance to determine if footage confirms a lack of dual control and if any wrongdoing has occurred. In addition, spot checks performed by the Operations Manager should serve as a tool to identify non-compliance and enforce policies and procedures in place.	NEW Zoo	Zoo management agrees with recommendation. The Operations Manager has done investigations and felt assured that there were two people present at the time of each safe count and that employees simply neglected to document this properly (i.e., get two signatures on the Safe Verification Log). The Operations Manager will do an investigation using the new Internal Investigation Form if dual signatures have not been secured and will strictly enforce the two signature rule by giving a verbal warning, two written warnings and then dismissal on the third infraction within a calendar year. Also see Management Response - Issue #1 above. Targeted implementation date: September 3, 2015	12/15/15 Update: There have been zero days in which two people have not signed off on the Safe Verification Log. Documentation provided by the Zoo supports management's response. Issue considered closed.	Closed

136

**Brown County Board of Supervisors
Internal Audit
Audit Follow-Up (Internal Audit)
As of December 31, 2015**

Attachment A

Source	Issue	Recommendation	Responsible Area	Management Response	Updated Management Response / Follow-Up Performed	Next Follow-Up Date
Safe Verification Log	Recorded over/short deposits reflected within Logo's did not correspond with recorded over/short deposits on the Safe Verification Logs.	Management should ensure that identified cash overages/shortages are reported, investigated and properly resolved according to approved policies and procedures. In addition, adequate documentation should be retained to support all investigations performed.	NEW Zoo	Zoo management agrees with recommendation. The current Zoo Cash Handling Policy will be updated to reflect changes in the dollar value per day and to address any inconsistencies. Zoo management will adhere to the \$10.00 per drawer and \$10.00 total deposit discrepancy and perform documented investigations on the newly created Investigation Form. The Operations Manager will schedule the first hour of everyday to oversee safe/cash/deposit issues and has the ability to oversee handling activities at all cash registers and within the Visitors Center Office. The Zoo is also in the process of creating a Zoo/Adventure Park business oversight team, which will meet twice a month to review all critical business aspects of the property. The team will consist of: Operations Manager, Adventure Park Manager, Guest Service Coordinator and Administrative Secretary. Targeted implementation date: September 3, 2015	12/15/15 Update: Internal Investigation Form was created and has been used as agreed. An investigation takes place and the form is filled out when any one drawer or the whole day's total is off \$10 or more. The form is placed in the Daily Worksheet envelope. The Zoo's Business Oversight Team was created and has met to discuss business and cash/credit/charge processes and best practices and will continue to meet on a bi-weekly basis. Documentation provided by the Zoo supports management's response. Issue considered closed.	Closed
Safe Verification Log	Daily fund verification within the Safe is inefficient and time consuming. Practice would allow staff to reduce the amount of time expended on fund verification and reduce the amount of cash handled on a daily basis.	Management should consider reducing the amount of funds subject to daily verification by separating funds needed on a daily basis from funds needed for special occasions. Daily verification should continue on those funds utilized daily, however, funds needed on special occasions should be segregated, kept in the Safe and periodically verified. This practice would allow staff to reduce the amount of time expended on fund verification and reduce the amount of cash handled on a daily basis.	NEW Zoo	Zoo management agrees with recommendation. Special occasion funds will be held in a tamperproof numbered deposit bag. This number will be recorded on the Safe Verification Log and the bag receipt posted in the Visitor Center office for verification. Funds will be spot checked daily to make sure it has not been tampered with or changed. Sign off to that fact will take place on the Safe Verification Log. The Safe Verification Log has been revised to reflect these changes. Funds will be removed for special occasions/events and then returned to the same process once those events are finished. Targeted implementation date: September 3, 2015	12/15/15 Update: Funds were placed in a tamperproof bag and are spot-checked by the Operations Manager as is the tamperproof bag to be sure it has not been tampered with. <u>The additional funds were not needed for ZooBoo this year.</u> We have created and are using a Deposit Box Verification (IN) Log, where anyone dropping anything into the drop box in the VC has to date, initial and have a witness initial that an item was dropped in the box (as well as what it was). We have also changed the Deposit Box Verification (OUT) Log, so not only are two people dating and initialing every time the box is opened, but they must also date and initial when anything is removed from the box and note what was removed (with a witness's initials). Note: Based on management's response pertaining to additional funds held, Internal Audit recommended that management reduce the Zoo's/County's liability by reducing the amount of funds kept on-site. Management agreed to review this recommendation. Additional follow-up deemed appropriate (03/01/16)	03/01/16

136

Brown County Board of Supervisors
Internal Audit
Audit Follow-Up (External)
As of December 31, 2015

Attachment B

Source	Area	Finding	Recommendation	Management Response	Follow-Up Performed	Targeted Completion Date:
Management Communications (12/31/14)	Human Resources / Administration	Payroll Liability Accounts and Payroll Reconciliations	We (Schenck) recommend that the County review their current procedures for payroll liability areas and determine who is responsible for certain payroll reconciliations and a timeline on when they will be completed.	The Human Resources Department is working to ensure that payroll liability accounts in the general ledger are reconciled at least annually. For those liability accounts with more activity and/or penalties for late submissions, this reconciliation task will be increased to either quarterly or monthly. The Finance Department will endeavor to assist with these tasks as needed. The Finance Department will work with the Human Resources Department to develop a timeline for reconciliations that Human Resources should follow.	12/01/15 Update: A checklist was developed for year-end 2014 and will be updated and utilized in 2015. Checklist includes the following: required journal entries for year-end, reconciliation of payroll liabilities at year-end between general ledger and vendor statements/payroll deduction records and required documentation regarding journal entries for OPEB accruals and claim lag reports for health/dental liabilities. <i>Note: Additional follow-up will be performed in May 2016 to determine compliance/achievement.</i>	05/31/16
Management Communications (12/31/14)	Community Programs	Financial Reporting Procedures	We (Schenck) recommend Community Programs continue to enhance its financial procedures, especially in forecasting operating results and anticipated surplus or deficit throughout the year.	The Human Services Department has begun closely monitoring fiscal forecasts for calendar year 2015. With the late implementation of Family Care in Brown County during 2015, these fiscal projections are of even more importance to help ensure the department coming in as budgeted. The Human Services Finance Manager will be a key individual in this process. We will continue to develop the necessary internal controls, procedures, and timelines to (a) allow for accurate and timely cost billings to other agencies, as well as (b) provide timely account reconciliations and fiscal projections to allow management to adhere to authorized departmental budgets.	12/15/15 Update: Human Services has developed a new model for year-end projections which the department plans to use going forward. This model summarizes YTD financial statement information and analyzes it for each major revenue source and major expense type to create projections for CTC along with each of the operational units within CP (Administrative, Economic Support, Children's Long-Term Support, Long-Term Care and Adult Behavioral Health). The individual units within CP are then summarized to create a consolidated projection for CP. <i>Note: Additional follow-up will be performed in May 2016 to determine compliance/achievement.</i>	05/31/16

136

HUMAN RESOURCES DEPARTMENT

Brown County

305 E. WALNUT STREET
P.O. BOX 23600
GREEN BAY, WI 54305-3600



PHONE (920) 448-4071 FAX (920) 448-6277 WEB: www.co.brown.wi.us

January 5, 2016

Committee Meeting Date: January 11, 2016

TO: Executive Committee
FROM: Chad Weininger
SUBJECT: December Human Resources Report

Following is a summary of recent activities in the Human Resources Department.

At the Board of Supervisors meeting on December 20, 2016, Brittany Zaehringer was approved as the Human Resources Director. She will join the department on February 8, 2016.

Insurance

Adjustments to employee records and payroll withholdings as a result of open enrollment were completed for implementation on January 1, 2016.

Work continues to ensure compliance with ACA reporting forms 1094 and 1095 which requires the County to report on each employee who has insurance coverage in 2015. The report deadline was extended from January 31, 2016 to March 31, 2016.

Wellness

The Wellness Committee has formed four sub-committees to meet monthly and focus on the areas of: Employee Benefits, Interactive Trail Map with Wellness/Health Focus, Wellness Webpage, Nutrition/Diet. Survey results will be used by the sub-committees to determine focus points. They will meet as a full group monthly starting in January, 2016.

The Bellin FastCare clinic continues to be an "urgent care" option for all benefit eligible employees. Benefit eligible employees could also receive flu shots at the clinics. Additionally, Bellin is offering its e-visit program free for a six-month trial period, through the end of February, 2016.

Details of the PHA Reasonable Alternative Standards (RAS) program for 2016 are being finalized. Employees may participate in this program to improve their PHA score and earn HRA dollars. Wellness incentives will also be available to employees to earn HRA dollars including PHA coaching sessions with a Bellin nurse and stress management seminars offered by the Employee Resource Center. The seminar schedule will be announced in January, 2016.

Classification & Compensation Plan

The Executive Committee will meet with department heads and employees in January to review appeals and to make recommendations to the Board for any additional adjustments. The Board approved the Implementation Plan but suspended the pay-for-performance module as part of its budget deliberations.

****Compensation Plan Update – To be discussed at Executive Committee**

To implement the Board-approved salary adjustments for 2016, Finance and Payroll have completed applying the pay raise formula to each non-union employee effective January 1, 2016.

Annual Performance Reviews

The 2015 annual performance reviews are complete and all performance bonuses have been paid.

Safety

All incidents for 2015 are being closed out with a few reports still coming in. Department Heads have received a list of their incidents for the year.

cc: Troy Streckenbach, County Executive